



STUDENT ACCOMMODATION POLICY 2023-24

I. Eligibility and Priority

All students who will be following a recognised course of study at Jesus College, Oxford, in the 2023-24 academic year including Graduates beyond their fee liability will be eligible to apply for College accommodation.

Priority for the allocation of accommodation will be;

1. Undergraduate freshers.
2. Undergraduate finalists.
3. All other Undergraduates.
4. Fresher Graduates who are new to postgraduate study at Jesus College.
5. All other fresher Graduates.
6. Existing Graduates within fee liability.
7. Graduates out of fee liability.

Students with a disability – Following disclosure of a disability, the Academic Office will discuss with the student any individual requirements that the College might reasonably meet in relation to the provision of accommodation. This might include requirements regarding location of room (e.g. central site or ground floor), type of room (e.g. accessible or en-suite) and/or adjustments to a room (e.g. provision of a vibrating pillow alarm). Students with individual requirements resulting from a disability may therefore be prioritised in the allocation of accommodation. The process by which individual requirements are agreed as they relate to the provision of accommodation is available separately.

2. Availability of Accommodation

College, Ship Street Centre; Ship Street houses; Cheng Yu Tung Building; 24 Market Street/Staircase 22; Stevens Close; 121 Woodstock Road; Herbert Close (comprising of Hazel Court; Leoline Jenkins House; Hugh Price House; Old Pavilion and Thelwall House) – the number of rooms available for the ballots will be calculated in January once the number of offers to fresher undergraduates is known. Junior Members will be advised of the number and location of these rooms before the ballot takes place in Hilary Term. If any further rooms become available after the final admission numbers are known in August these may be offered, by prior request to the Accommodation Office, to graduates and undergraduates who require College accommodation but who have not been successful in obtaining a place via the ballots.

Single Rooms within College flats – up to 12 rooms may be offered in the ballots (subject to availability).

Shared Flats – 35 three bedroom flats and 1 two bedroom flat at Stevens Close; 10 four bedroom flats at Hazel Court; 9 four bedroom flats at Leoline Jenkins House; 4 four bedroom and 8 three bedroom flats at Hugh Price House and one three bedroom flat at the Old Pavilion



Jesus College Oxford

may be offered in the ballots. The Accommodation Services Manager will nominate a number of flats for Graduate or Undergraduate depending on the number of applications received. Flats nominated for Graduate use will mainly be in Hugh Price House.

One Bedroom Flats – available one bedroom flats in Thelwall House will be offered in the ballots.

Note on single-sex accommodation – In response to student wishes, College will seek to ring-fence a small proportion of its accommodation in 2023/24 for those with a preference for single-sex accommodation.

3. Allocation of Accommodation

a. Undergraduates will be accommodated in college-owned accommodation for the whole of their course, if they wish.

First year undergraduates are allocated rooms within the College on Turl Street or in Ship Street Centre.

In subsequent years undergraduates may apply by ballot for accommodation in:

- 3-person or 4-person flats at the Annex sites in North Oxford and East Oxford
- rooms let on a licence for those requiring accommodation for only part of the academic year (rent inclusive of utilities)
- Undergraduate finalists will also have the option to ballot for single room accommodation in the Ship Street houses.
- any rooms in College and Ship Street that remain unfilled after the allocation to freshers and students with individual requirements that are not required by the College for any other purpose. If more applications are received than there are rooms available a waiting list will be kept by the Accommodation Services Manager and rooms will be offered in ballot priority in the first instance and in order of application date once those who have applied in the ballots have been accommodated.

Undergraduate finalists will be given priority in all undergraduate flat ballots. Undergraduates will be regarded as finalists in both the 3rd or 4th years of their course. Undergraduates who are eligible for membership of the MCR (usually those in their 4th year) may apply in either the graduate ballot or the undergraduate ballots, but not both. If they chose to enter the graduate ballots they will lose their priority as finalists. They will only be able to choose from one of the lists of accommodation offered, either the graduate or undergraduate lists so must apply accordingly. The nominations will be chosen by the Accommodation Services Manager after all the applications have been received.

b. Graduates may apply for College accommodation but should be aware it may not be possible to accommodate all graduates.



Jesus College Oxford

First year graduates who are new to postgraduate study at Jesus College are allocated accommodation by the College in the Cheng Yu Tung Building and 24 Market Street/staircase 22 (ex Burger King building)

In subsequent years graduates may apply by ballot for accommodation in:

- 3-person or 4-person flats at the Annex sites at Stevens Close and Herbert Close
- rooms let on a licence
- any rooms in College and Ship Street that remain unfilled after the allocation to freshers and students with individual requirements that are not required by the College for any other purpose. If more applications are received than there are rooms available a waiting list will be kept by the Accommodation Services Manager and rooms will be offered in ballot priority in the first instance and in order of application date once those who have applied in the ballots have been accommodated
- ring fenced single sex accommodation on a room licence basis

Graduates undertaking a second BA and PGCE students on a one year course may apply in either the graduate or the undergraduate ballot but not both. They will only be able to choose from one of the lists of accommodation offered; either the graduate or undergraduate lists so must apply accordingly. The nominations will be chosen by the Accommodation Services Manager after all the applications have been received.

c. Couples accommodation. Graduates and undergraduates may apply for accommodation in Thelwall House, Herbert Close.

Priority will be given to

- a) graduates living with their partner
- b) undergraduates who are married or in a civil partnership
- c) other members of Jesus College

d. Graduates and undergraduates beyond their first year who want College accommodation but have not been able to take part in the ballots will be allocated any spare accommodation by the Accommodation Services Manager once the ballots are complete.

Priority will be given to:

1. Undergraduates
2. Graduates

e. Family Accommodation. Normally, the College has no student accommodation that is suitable for families with children. Residential members of the College who become expectant parents may apply to continue in residence after the birth of their baby. Each such request will be reviewed on its merits taking account of both the applicant's and other residents' needs. The ultimate decision will reside with the College.



Jesus College Oxford

f. Students not resident in College accommodation must inform the College's Accommodation Office of their intention to live out and comply with the [University's Regulations for Residence](#)

g. Spare Accommodation. Any College accommodation that remains unlet at 1st September can be let to

- Visiting students
- Visiting academics
- Students from other Colleges
- Any other non-Jesus affiliated people

The first priority will be given to those affiliated to Jesus College.

h. Extensions to leases. Students can apply to extend their leases if they wish to. If they do so then the start of the new lease will be on the day the old lease ends with no break in-between (subject to availability).

4. Accommodation Licences and Leases

The licence and lease arrangements and costs for College rooms for undergraduate and graduate students are set out below. In all cases once the lease/licence is signed the full rent for the period of the tenancy shown becomes due on the dates shown. After that only the Estates Bursar can authorise a cessation/reduction of rent, even if the student withdraws from College accommodation:

No Smoking Policy. There is a strict no smoking policy that is applied in all College owned accommodation. There are specific designated smoking areas on each of the sites and these must be adhered to. Any costs for cleaning or decorating arising from smells, stains or damage caused due to smoking will be charged to the students battles. This applies equally to Senior Members, Junior Members and staff of the College.

No Pets Policy. No pets are allowed in any college owned accommodation or college grounds.

In addition, the College emphasizes that it is not permitted to gain access to any College roofs, for any purpose.

A. ROOMS ON THE CENTRAL COLLEGE SITE, INCLUDING SHIP STREET HOUSES, THE SHIP STREET CENTRE AND CHENG YU TUNG BUILDING

- rooms are let on a Licence to Occupy
- first year undergraduates are allocated rooms by the College and will fall under the three terms of licence periods
- first year graduates are allocated rooms by the College and will fall under licence periods of 9 or 12 months, with no break. A maximum of 50% of the rooms in the Cheng Kar Shun Building may be allocated to 12 month licences



Jesus College Oxford

- specified rooms in College will be reserved for the Organ Scholars
- any further rooms available will be allocated by ballot in Hilary term
- priority for other rooms will be given to undergraduate finalists (ring fenced rooms in Ship Street houses) and graduates (any ring fenced rooms across sites). Priority for rooms in staircases/houses with kitchens will be given to graduates
- rent for the following academic year will be authorised by the College's Governing Body by 4th week of Hilary term each year and published thereafter
- the rent for rooms on the central College site, including Ship Street Houses, the Ship Street Centre and Cheng Yu Tung Building is fully inclusive of rates, utilities and cleaning
- the rooms let out under licence to graduates in 121 Woodstock Road flats are subject to availability and do not have cleaning included
- some graduate room licences may vary, subject to availability and confirmation from the Accommodation Services Manager
- undergraduate Room licences run from 10.00am on the Monday of 0th week of the three full terms to 10.00am on the Saturday of the 8th week (last day) of each term of the academic year
- graduate Room licences run from Monday before Week 0 MT; terminating Saturday of Week 10 TT (for 9 month contracts) or from Monday before Week 0 MT to late September (for 12 month contracts)
- rent is payable for the whole of each of these periods. Permission to occupy rooms outside of these periods must be sought from the Accommodation Office
- students in rooms in Central accommodation and on a term time only contract may usually retain the use of their rooms during the Christmas and Easter vacations but must apply to the Accommodation Office to do so
- rent is payable for each extra day the room is retained
- accommodation during the summer vacation is available, charged on the same basis, but, as major maintenance work is undertaken during the summer vacation, this may not necessarily be in the same room and may be at the annex sites in north and east Oxford (subject to availability)

B. FLATS FOR THREE OR FOUR PEOPLE AT THE ANNEXE SITES IN NORTH AND EAST OXFORD

- flats are let under a joint lease
- flats are allocated by ballots held in Hilary term each year
- for undergraduates priority in the ballots is given to finalists (both 3rd and 4th year undergraduates are regarded as finalists for this purpose). Where mixed groups of finalists and non-finalists apply priority is given according to the ratio of finalists in the group
- rents for the following academic year will be authorised by the College's Governing Body in 4th week of Hilary term each year and published thereafter
- other utility bills are payable in addition to the rent
- as all of the occupants are in full time education there is no Council Tax to pay.



Jesus College Oxford

- the standard flat leases run from the Saturday a week in advance of the start of the full term, for 40 weeks. Wherever possible, flexible leases with start and end dates outside of these periods and of any duration, of a minimum of 40 weeks are also offered, subject to availability
- graduates and undergraduates already living in College flats may apply to renew their lease providing that
 - the flat is available for the duration of the new lease/license period
 - **there is no break in tenancy**; the new lease starts on the day the old lease ends and the new lease lasts at least until the end of Trinity term in the academic year that the new lease applies to
 - in shared flats suitable replacement tenants who are members of Jesus College and eligible for College accommodation are found to make up the full group before the application to continue the tenancy is made
 - all tenants agree to pay the rent for the whole of the new lease period.
- if necessary, students will be offered alternative accommodation for periods not covered by their leases
- if a room or rooms in a flat are not taken up or become vacant after the lease is signed the College retains the right to fill the spare room(s) with a tenant(s) of their choice. If the existing tenants do not agree to this then they will be charged the full rent for the empty room between them for the remainder of the tenancy period. Alternatively the remaining tenants may choose to pay the full rent for the empty room between them for the remainder of the tenancy period from the day the room(s) become vacant, in which case the College will not seek to fill it/them

C. ONE BEDROOM FLATS AT THE EAST OXFORD SITE

- flats are let by lease under the name of the Jesus College student renting them
- flats are allocated by ballots held in Hilary Term each year
- rents for the following academic year will be authorised by the College's Governing Body in 4th week of Hilary term each year and published thereafter
- other utility bills are payable in addition to the rent
- liability for Council Tax is dependent on the status of the occupants, but, if it is due, is the responsibility of the tenants
- the standard flat leases run from the Saturday a week in advance of the start of the full term, for 40 weeks. Wherever possible, flexible leases with start and end dates outside of these periods and of any duration, 40 weeks are also offered
- graduates and undergraduates already living in College flat may apply to renew their lease providing that
 - the flat is available for the duration of the new lease/license period
 - **there is no break in tenancy**; the new lease starts on the day the old lease ends and the new lease lasts at least until the end of Trinity term in the academic year that the new lease applies to
 - the full rent is paid throughout the tenancy period

D. ROOMS IN FLATS



Jesus College Oxford

- these are intended for the use of students who do not require College accommodation for a full lease/licence period, these are very limited and subject to availability and consideration of the college
- for 2023-24 the properties will remain laid out as flats, each with 3 bedrooms and a communal kitchen, lounge, bathroom and WC
- rooms are let on a Licence to Occupy
- rooms in shared flats cannot jointly be let out under a lease and licence
- rooms are let on a 'first come, first served' basis
- rental will be charged daily
- rental can start and end on any day
- the Accommodation Services Manager has the choice of which rooms are available

5. Ballots and Room/Flat Choices

- ballots for flats and rooms will be held according to the Schedule in Annex A
- for those successful in the ballots for flats the choice of flats will be made in ballot order, on the days shown. For those successful in the ballots for rooms in College and Ship Street the choice of individual rooms will be made in ballot order. There will be limited single rooms available due to rooms being booked for the undergraduate freshers arrival. Single Rooms in flats will be allocated by the Accommodation Services Manager

Glossary

Undergraduate student is one who is undertaking a course of study leading to an undergraduate qualification and who has not graduated. This includes those studying for Part II of Final Honours Schools.

Graduate student is one who has a degree from any university.

Fee liability is the process of continuing to pay a fee for teaching.

Licence to Occupy is a contract to occupy a room for a defined period and under defined terms.

Lease is an agreement to rent a property jointly with one or more other people all of whom are liable for all of the rent and other costs for the property.