

KELLOGG COLLEGE OXFORD

-and-

THE STUDENT

**LICENCE TO OCCUPY**

relating to Termly  
student accommodation at Kellogg College Oxford

**THIS LICENCE AGREEMENT** is dated the date on which the Accommodation Acceptance Form is signed

## **PARTIES**

- |     |                   |  |
|-----|-------------------|--|
| (1) | "KELLOGG COLLEGE" | Kellogg College, 60-62 Banbury Road, Oxford,<br>OX2 6PN  |
| (2) | "the Student"     | A junior member of KELLOGG COLLEGE or of<br>any other college within the University of<br>Oxford whose name and (if any) address is<br>stated in the Accommodation Acceptance Form |

## **AGREED TERMS**

### **1. Definitions and Interpretation**

The following definitions and rules of interpretation apply in this Licence.

- 1.1 "Accommodation" means a study bedroom within the College specified in the Accommodation Acceptance Form allocated to the Student on or before the date of this Licence and in respect of which the Student has been issued a key and pass
- 1.2 "Accommodation Acceptance Form" means the form specifying the name of the Student, the Accommodation and the Rate signed by the Student on or before the commencement of the Licence Period to signify the Student's acceptance of the terms and conditions of this Licence Agreement
- 1.3 "Building" the building at the College within which the Accommodation is situated
- 1.4 "Charge" The amount payable by the Student to KELLOGG COLLEGE for the Accommodation at the Rate or such other amount as KELLOGG COLLEGE in its absolute discretion may from time to time determine on giving not less than one month's written notice
- 1.5 "the Code of Practice" means the Code of Practice for the Management of Student Housing (<https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice>) published from time to time by Universities UK and under which KELLOGG COLLEGE is an accredited institution

- 1.6 "the College" means the buildings and grounds comprising KELLOGG COLLEGE Oxford
- 1.7 "Common Facilities" means the kitchens bathrooms and WCs within the Building intended for the shared use of the Student and other occupiers of the Building
- 1.8 "Common Parts" means such paths, entrance halls, corridors, lifts, staircases, landing and other means of access in or upon the Building the use of which is necessary for obtaining access to and egress from the Accommodation as designated from time to time by KELLOGG COLLEGE.
- 1.9 "Competent Authority" any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.
- 1.10 "Contents" means the fixtures fittings and equipment in the Accommodation as listed in the inventory supplied by KELLOGG COLLEGE on or before the commencement of the Licence Period
- 1.11 "Full Term" means any one of the full terms of the University of Oxford comprising Michaelmas Term Hilary Term and Trinity Term
- 1.12 "Information and Regulations" means the information and regulations for junior members of KELLOGG COLLEGE from time to time in force and set out in the handbook provided for or made available to the Student on or before the commencement of this Licence and unless the context otherwise requires the information and regulations in the handbook shall apply to the Student as if the Student was a member of KELLOGG COLLEGE
- 1.13 "Licence Period" means in respect of the Academic Year or time period referred to in the Accommodation Acceptance Form
- 1.14 "Necessary Consents" all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.
- 1.15 "Permitted Use" means residential use for occupation by the Student whilst undertaking a full-time course of study at KELLOGG COLLEGE

- 1.16 "Rate" means the rate applicable to the Accommodation specified in the Accommodation Acceptance Form
- 1.17 "Services" the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities
- 1.18 "Service Media" means all media for the Services and all structures, machinery and equipment ancillary to those media.
- 1.19 "Vacation" means any period which is not a Licence Period
- 1.20 Clause headings shall not affect the interpretation of this Licence.
- 1.21 In case of any inconsistency or conflict between the terms and conditions of this Licence Agreement and the Accommodation Acceptance Form, the Accommodation Acceptance Form shall prevail
- 1.22 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.23 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.24 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.25 A reference to writing or written includes email but excludes fax.
- 1.26 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.27 References to clauses are to the clauses of this Licence.

- 1.28 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.29 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

## **2. Licence to Occupy**

2.1 In consideration of the Charge and subject to Clause 3 and Clause 4, KELLOGG COLLEGE permits the Student to occupy the Accommodation for the Permitted Use for the Licence Period in common with KELLOGG COLLEGE and all others authorised by KELLOGG COLLEGE (so far as is not inconsistent with the rights given to the Student to use the Accommodation for the Permitted Use) together with the right for the Student to use :

2.1.1 such parts of the Common Parts for the purpose of access to and egress from the Accommodation as shall from time to time be designated by KELLOGG COLLEGE for such purpose.

2.1.2 the Common Facilities

2.1.3 the Service Media serving the Accommodation.

2.2 The Student acknowledges that:

2.2.1 the Student shall occupy the Accommodation as a licensee and that no relationship of landlord and Licensee is created between KELLOGG COLLEGE and the Student by this Licence;

2.2.2 KELLOGG COLLEGE retains control, possession and management of the Accommodation and the Student has no right to exclude KELLOGG COLLEGE from the Accommodation;

2.2.3 the licence to occupy granted by this agreement is personal to the Student and is not assignable;

2.2.4 the Accommodation is provided as single occupancy only and may be shared with another only with the express permission of KELLOGG COLLEGE and / or in the form of designated Couples Accommodation. In this case, both occupants will clearly be indicated on the Accommodation Acceptance Form. The KELLOGG student will remain the primary occupant.

- 2.2.5 without prejudice to its rights under Clause 5, KELLOGG COLLEGE shall be entitled at any time on giving not less than 3 days' notice to require the Student to transfer to alternative accommodation elsewhere within the College and the Student shall comply with such requirement whereupon this Licence shall apply to the new accommodation once all necessary consequential changes have been made
- 2.3 If KELLOGG COLLEGE agrees in writing to allow the Student to remain in occupation of the Accommodation or any other equivalent accommodation within the College during a Summer Vacation the Student's occupation shall be governed by the terms of this Agreement once all necessary consequential changes have been made subject to the payment of the Charge (at the Rate determined on a daily basis) for each day when the Accommodation or equivalent accommodation is occupied by the Student. The rate for occupation of non-equivalent occupation shall be that notified by KELLOGG COLLEGE on acceptance of the Student's application for Summer Vacation residence.

### **3. Student's obligations**

The Student agrees and undertakes:

- 3.1 to pay to KELLOGG COLLEGE the Charge without any deduction in advance on or by the first of each month of the licence period or by an alternate date if/when required and agreed in writing in advance.
- 3.2 without prejudice to any other remedy of KELLOGG COLLEGE if the whole or part of the Charge has not been paid due date within 14 days to pay to KELLOGG COLLEGE interest on the amount outstanding at the rate of 2% per annum above the base rate of National Westminster Bank from time to time in force from the date payment became due until the date of actual payment
- 3.3 to keep the Accommodation clean, tidy and clear of rubbish;
- 3.4 not to use the Accommodation other than for the Permitted Use;
- 3.5 not at any time to leave the Accommodation unoccupied without locking the door and (if the Accommodation is on the ground floor and first floor of the Building) not to leave the Accommodation unoccupied without first closing and locking the windows
- 3.6 not to make any alteration or addition whatsoever to the Accommodation or the Service Media or the Services;
- 3.7 not to use fairy lights or display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Accommodation or elsewhere in the Building or the College

- 3.8 (subject to Clause 2.2.4) not to share the Accommodation with anyone not stipulated on the Accommodation Agreement Form or purport to sublet or transfer it to any other person
- 3.9 not at any time
- 3.9.1 to part with possession or control of the keys to the Accommodation and the College passes; and
- 3.9.2 forthwith to report any loss to KELLOGG COLLEGE;
- and to pay the reasonable cost incurred by KELLOGG COLLEGE for providing a replacement key and/or pass and/or entry card
- 3.10 not to exchange the Accommodation with an occupier of other accommodation within the College without KELLOGG COLLEGE'S written consent, such consent not to be unreasonably withheld and provided a new Accommodation Acceptance Forms are signed by both the exchanging parties subject to the room swapping terms.
- 3.11 not during the Licence Period to keep any motor vehicle or vehicle parts within the City of Oxford other than a mobility assistance vehicle
- 3.12 not to keep a bicycle or scooter or e-bicycle or e-scooter or charger in the Accommodation nor elsewhere within the College except (if available) in designated cycle scooter or charger bays provided for that purpose
- 3.13 not to bring into the Building any animal unless an assistance dog recognised by KELLOGG COLLEGE as an aid for a person with a disability subject to having obtained KELLOGG COLLEGE's prior written approval.
- 3.14 not to smoke or vape anywhere within the College (including the Accommodation) except in areas designated by KELLOGG COLLEGE for that purpose and not to keep or permit to be kept or to take drugs other than for presented medicinal purposes
- 3.15 not to burn anything in the Accommodation whether or not using a naked flame including without limitation not to cause or permit the use of candles
- 3.16 not to cook in the Accommodation nor bring into the Accommodation any cooking equipment. Cooking is permitted in the designated kitchen spaces of each property only, using the appropriate equipment provided
- 3.17 not to tamper with any window restrictions within the Building
- 3.18 not to do or permit to be done on the Accommodation anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to

KELLOGG COLLEGE or to occupiers of the College or any owner or occupier of neighbouring property

3.19 to report to KELLOGG COLLEGE any discrepancy between the Contents in the Accommodation and the Inventory within seven days from the first day of each licence period

3.20 not to cause or permit to be caused any damage to:

3.20.1 the Accommodation, the Building or the College (including their decorative finishes);  
or

3.20.2 the Contents

and not to repair (or procure the repair of) any such damage but immediately report to KELLOGG COLLEGE any damage or want of repair or any failure in the provision of any of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it

3.21 to indemnify KELLOGG COLLEGE on demand against the cost of making good any damage or destruction caused or permitted by the Student in breach of Clause 3.20

3.22 not to remove any furniture or equipment from the Accommodation nor bring any additional furniture or equipment (including upholstered items fridges electrical heaters or other electrical goods and cookers) into the College without complying with the regulations contained in the Domestic Arrangements: Student Accommodation Handbook or the Student Handbook.

3.23 not to cause or permit anything harmful or which is likely to cause blockage in any of the drainage or water pipes within the Building

3.24 not to obstruct the Common Parts or the Common Facilities, make them dirty or untidy or leave any rubbish on them;

3.25 not to do anything that will or might constitute a breach of any Necessary Consents affecting the Accommodation or which will or might vitiate in whole or in part any insurance effected by KELLOGG COLLEGE in respect of the Accommodation and the College from time to time;

3.26 to comply with all laws and with any recommendations of the relevant suppliers relating to the Services and the Service Media to or from the Accommodation;

3.27 to observe and perform the Domestic Arrangements: Student Accommodation Handbook or the Student Handbook and any variation thereof from time to time notified to the Student and for the avoidance of doubt this clause shall apply whether or not the Student is a member of KELLOGG COLLEGE

- 3.28 without prejudice to Clause 2.2.2 to permit the College at all times to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair, and for routine cleaning and in emergency
- 3.29 to maintain a reasonably safe environment within the Accommodation for the employees of KELLOGG COLLEGE who may have to enter the Accommodation for any purpose
- 3.30 not to cause or permit by any act or omission a breach of any of the obligations of KELLOGG COLLEGE under the Code of Practice
- 3.31 not at any time
  - 3.31.1 to part with possession or control of the keys to the Accommodation and the College passes and/or entry cards; and
  - 3.31.2 forthwith to report any loss to KELLOGG COLLEGE;  
  
and to pay the reasonable cost incurred by KELLOGG COLLEGE for providing a replacement key and/or pass and/or entry card.
- 3.32 at the end of each licence period
  - 3.32.1 to leave the Accommodation in a clean and tidy condition
  - 3.32.2 to remove the Student's furniture equipment and goods from the Accommodation
  - 3.32.3 return to KELLOGG COLLEGE the keys to the Accommodation and all passes and entry cards;
- 3.33 to indemnify KELLOGG COLLEGE and keep KELLOGG COLLEGE indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
  - 3.33.1 any breach of the Student's undertakings contained in this Clause 3; and/or
  - 3.33.2 the exercise of any rights given in Clause 2;
- 3.34 without prejudice to Clause 3.32 if the Student shall remain in occupation of the Accommodation without KELLOGG COLLEGE having agreed Vacation residence pursuant to Clause 2.3 the Student shall pay to the College for each day of occupation a daily charge of KELLOGG COLLEGE'S standard charge for letting the Accommodation commercially and shall otherwise occupy the Accommodation on the same terms as this Licence

#### **4. KELLOGG COLLEGE's obligations**

During the Licence Period KELLOGG COLLEGE undertakes with the Student

- 4.1 subject to the Student observing and performing its obligations under Clause 3.30 to comply with the Code of Practice
- 4.2 to keep the Building including the Accommodation in reasonable repair
- 4.3 to provide electricity heating lighting hot and cold running water to the Accommodation and to the Common Facilities
- 4.4 to assist the residents in keeping the Accommodation and the Common Parts clean
- 4.5 to assist the residents in the disposal of rubbish deposited only in receptacles provided for that purpose
- 4.6 to give not less than 7 days' prior notice to the Student for planned maintenance work affecting the Accommodation and 24 hours prior notice for other purposes other than for the purposes set out in Clause 3.28
- 4.7 to insure the Building (including the Accommodation) fully comprehensively with the exception of person possessions.

## **5. Termination**

- 5.1 This Agreement shall end on the earliest of:
  - 5.1.1 the last day of the Licence Period; or
  - 5.1.2 the Student
  - 5.1.3 being suspended by or being barred from the College pursuant to KELLOGG COLLEGE'S bylaws or statutes
  - 5.1.4 ceasing to be a member of KELLOGG COLLEGE and/or ceasing to be undergoing a full-time course of education at KELLOGG COLLEGE
  - 5.1.5 the expiry of notice given by KELLOGG COLLEGE to the Student at any time
  - 5.1.6 on material breach of any of the Student's obligations contained in Clause 3;
  - 5.1.7 if in the reasonable opinion of KELLOGG COLLEGE the health or the conduct of the Student constitutes a serious risk to the Student or others or to KELLOGG COLLEGE's or others' property
- 5.2 The Student may amend or terminate this Agreement:-

5.2.1 on giving notice to KELLOGG COLLEGE if KELLOGG COLLEGE exercises its right under Clause 2.2.5 to require the Student to move to alternative accommodation unless the Student moves to such alternative accommodation

5.2.2 Cancellations for any part of the booking made will be subject to the following conditions:

(A) For cancellations of any nights of the Student's booking BEFORE the commencement date of this agreement, the following terms will apply

1. Any night of the booking cancelled 29 (or more) days prior to the contract start date: 100% refund of booking cost of those cancelled nights
2. Any night of the booking cancelled 28-21 days prior to the contract start date: 50% refund of the booking cost of those cancelled nights
3. Any night of the booking cancelled 20-14 days prior to the contract start date: 75% refund of the booking cost of those cancelled nights
4. Any night of the booking cancelled 13 days or fewer prior to the contract start date: No refund of the booking cost of those cancelled nights will be given

(B) In the event that the Student wishes to cancel any portion of their booking AFTER the commencement date of this agreement, the Student must provide a minimum of 28 days' written notice specifying the revised proposed end date of the Licence Period. The revised end date must be formally agreed in writing by Kellogg College. Upon such agreement, the following will apply:

1. Where the revised end date falls within 0–28 days of the date of this new agreement, the Student shall remain liable for rental charges equal to the lesser of:
  - 28 days' rent in full from the date on which written notice is agreed; or
  - the total remaining rent due under the original terms of the Accommodation Agreement Form.

2. Where the revised end date falls 29 days or longer from the date the which it has been formally agreed, the Student shall remain liable for full rent up to the revised end date.

5.3 Termination of this Licence shall not affect the rights of either party in connection with any breach of any obligation under this Licence which existed at or before the date of termination.

5.4 All booking amendments including the cancellation of nights will be subject to a £10.00 administrative fee for each amendment or cancellation.

## **6. Notices**

6.1 Any notice or other communication given under this Licence shall be in writing and shall be delivered by hand or sent by email or by pre-paid first-class post or by other next working day delivery service to the relevant party as follows:

6.1.1 to KELLOGG COLLEGE marked for the attention of the Domestic Bursar and

6.1.2 to the Student at the Accommodation or at the Student's address (if any) given in the Accommodation Acceptance Form

or as otherwise specified by the relevant party by notice in writing to other party.

6.2 Any notice or other communication given in accordance with Clause 6.1 will be deemed to have been received:

6.2.1 if delivered by hand, at the time the notice or other communication is left at the proper address; or

6.2.2 if sent by email to the last known email address of the Student or of the Domestic Bursar of KELLOGG COLLEGE (as the case may be) at the time of receipt;

6.2.3 if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

6.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

## **7. Limitation of College's liability**

7.1 Subject to Clause 7.2, KELLOGG COLLEGE is not liable for:

7.1.1 the death of, or injury to the Student, or invitees to the Accommodation; or

- 7.1.2 damage to any property of the Student or invitees to the Accommodation; or
- 7.1.3 any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Student or invitees to the Accommodation in the exercise or purported exercise of the rights granted by Clause 2.

7.2 Nothing in Clause 7.1 shall limit or exclude KELLOGG COLLEGE's liability for:

- 7.2.1 death or personal injury or damage to property caused by negligence on the part of KELLOGG COLLEGE or its employees or agents; or
- 7.2.2 any matter in respect of which it would be unlawful for KELLOGG COLLEGE to exclude or restrict liability.

## **8. Third party rights**

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

## **9. Governing law**

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

## **10. Jurisdiction**

Each party irrevocably agrees that the courts of England shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

This Licence has been entered into on the date stated in the Accommodation Acceptance Form.

SIGNED by Mel Parrott, Domestic Bursar

for and on behalf of KELLOGG COLLEGE

