Lent Term 2019
End of Term Arrangements

Summary of Key Dates and Information for Undergraduates AND Graduates

UNDERGRADUATES

• Full Term ends: Friday 15 March. (See Item 1)

• Vehicular Access Permit Day (Term Day): Saturday 16 March. (See Item 1)
  (for leaving Central Site)

• Entitlement to residence ends: 10.00am Thursday 21 March. (See Item 2)

• Signing out and Return of Keys/University cards to Porters’ Lodge. (See Item 3)

• Entitlement to residence begins: 2.00pm Tuesday 16 April. (See Item 6)

• Vehicular Access Permit Day (Term Day): Saturday 20 April (See Item 6)
  (for returning to Central Site)
  – Passes must be obtained before you go down

• Stored luggage: Storage available: Mon 11 March
  Removal from stores: Sun 21 April (See Item 2)

• Full Term begins: Tuesday 23 April (See Item 6)

UNDERGRADUATES AND GRADUATES

• Last Meal Lent: Cafeteria in Hall, 12.30 – 1.15pm Thursday 21 Mar (See Item 5)

• First Meal Easter: Cafeteria in Hall, 6 - 6.30pm, Friday, 19 April (See Item 5)

• Due Date for Easter Term Bills:
  2 weeks after receipt of bill, around 30 April 2019 (See Item 4)

GRADUATES

• Grad Halls – For Lent Term please see Meal Booking System (See Item 7)

NB – For further details of any of the information above, please read following pages.
1. **Vehicular Access for Luggage – Central Site (Undergraduates Only)**

- Full Term ends: **Friday 15 March**.
- Vehicular Access Permit Day: **Saturday 16 March**
- Normal vehicle access within the city centre pedestrian zone is permitted between:
  - Monday to Saturday before 10am and after 4pm.
  - Sunday at any time.

- If collection is not possible at the above times and only if the vehicle is carrying a bona fide member of the University to collect his/her luggage from accommodation within the Pedestrian Zone a ‘**Vehicle Access Pass**’ is available for **Saturday 16 March** between 10am-12.00 noon & 2pm -4pm. (closed for lunch 12.00 to 2pm).
  
  **Passes must be obtained in advance from the Porters.**
  - Passes are to be presented at the barrier outside St John’s College in exchange for a 1 hour permit into the pedestrian zone between 10am and 4pm (even if you enter before 10am).
  - **Failure to comply** with the regulations on this day or any other day may result in the receipt of fixed penalty notices by Traffic Wardens.

  **NB** – Consideration to receive a permit will not be held for travel less than 90 miles without exceptional circumstances verified by your tutor.

2. **Removal of Personal Property (Undergraduates only on term time and Easter licences)**

- Entitlement to residence ends at 10.00am on **21 March**.
  - All luggage must be taken home with the exception of College mattress protectors, quilts and pillows. Bedrooms, kitchens and all other communal facilities must be cleared of personal property and rubbish, including recyclables to the appropriate bins, bicycles should be stored in designated cycle storage areas and keys left in wardrobes and desks. **Failure to vacate by 10am or follow the advice above will result in a charge** on your College bill. Please see the Student Handbook for further details. **Personal belongings left behind may be disposed of or sent to charity.** (Please see section 4.2.2 of the student handbook)
  - Any equipment on hire must be returned directly to the hire company. The College accepts no responsibility for hired items.
  - Please return any items of College crockery, cutlery or glasses in your rooms or kitchens to the Aula Bar or main kitchen.

- **Storage**
  - Overseas students and others who have no storage facilities in this country are allowed to store a small amount of luggage in College over the vacation in Seminar Room 3 (Central Site), Wychfield Trunk Stores, Bishop Bateman Court Stores (BBC) and Bishop Bateman Court Stores for WYNG students. Property is left at your own risk, must be clearly labelled with name and date of collection. It will not be covered by any College insurance. This storage will be available from Monday **11 March**.
2. Removal of Personal Property (Undergraduates Only) (Contd.)

- Storage Contd.

- Luggage must be removed from the stores by 21 April.
- Students living in the Wychfield new accommodation may leave items in the top box area of the wardrobe (not in the wardrobe itself which will be used for guests). Failure to follow this will result in a charge on your account. A key is available from Wychfield Porters' Lodge
- Students living in A,G and P Staircases on Central Site may leave belongings in the storage box under the mattress. A key is available from the Central Site Porters’ Lodge. Anyone else should contact the Junior Bursar for further details.
- Students living in WYNG may leave belongings in the trunk bedhead store in each room. A key is available from the Central Site Porters' Lodge.

3. Signing Out / Return of temporary issue key cards (Undergraduates Only)

- Rent is charged from, and up to entitlement dates including any pre agreed early arrival or late departure dates.
- Rent for rooms will still be charged until temporary key cards are returned and the exeat book is signed either in the Central Site Porters’ Lodge for Central Site, BBC residents or the Wychfield Porters’ Lodge for Wychfield residents. Signing Out must be done at the relevant Porter’s Lodge. Students with keys / temporary access cards or white temporary room key cards must ensure they are returned to the Porters’ Lodges indicated below.
  - Central Site - Central Site Porters' Lodge
  - BBC and WYNG Residents – WYNG Porters' Lodge
  - Wychfield Site Residents - Wychfield Porters' Lodge

4. Payment of College Bills: Easter Term Bills

Due Date for Undergraduate and Graduate Bills: 30 April 2019

- Undergraduate and Graduate bills will be e-mailed out at the beginning of each term.
- Undergraduate and Graduate payments must be made in full by 30 April 2019, unless written permission has been received from your Tutor. Overdue charges of £1 per day may be applied on payments outstanding after that date.
- Graduates, if you have difficulties paying please e-mail your Tutor via Rosie Ince (ri246@trinhall.cam.ac.uk). Undergraduates please e-mail your Tutor in the first instance before the due date so that any problems can be resolved. Please provide as much information as possible to assist the Tutors’ in their decision.
5. **Meals:**

   Opening and closing times of cafeteria can be found on the intranet catering pages.

   - **Last cafeteria dinner in Lent term:** Dinner Wednesday 20 March
   - **Last cafeteria lunch / breakfast:** Thursday 21 March
   - **First cafeteria meal in Easter term:** Dinner 19 April

6. **Return into Residence – Easter Term 2019 (Undergraduates Only)**

   - The Term Day: **Saturday 20 April** (for returning to Central Site)
   - Passes must be obtained from the Porters **before you go down**. They will not be available by post or on the day.
   - Entitlement to residence begins: **Tuesday 16 April, 2pm**.

   Permission for early return will only be granted to the following:

   - Members of sporting teams required to return early (including University teams)

   - **There will be no general vacation residency available.**
   - **Important Warning** – If you return early without permission the College cannot guarantee accommodation will be available and you may be required to find alternative arrangements outside of College. If the College has available accommodation you should be aware the rent will be £60 per night will be added to your bill.

   - **Full Term begins: Tuesday 23 April.**
   - **To return into residence after 23 April Undergraduates must obtain Tutorial permission in writing.** This should be obtained before you go down. If you need to change your plans ring the Tutorial Registrar (01223 332564) during office hours.

7. **Grad Halls (Graduates Only)**

   - No Grad Halls during the vacation period.

Glen Sharp  
**Junior Bursar**  
February 2019