

**ARRANGEMENTS FOR PAYING YOUR RENT
AND FIRST PAYMENT AND GRAD FLATS
– FULL VERSION 2018-19**

This document explains how the rent is calculated for the rooms the College provides for graduate students. The first section deals with **single rooms** and the second with **couples' flats**.

I SINGLE ROOMS

How much do I pay?

The College operates a cohort rent scheme, whereby the rent for a grade 5 room is fixed so that it is equal to the average room rent across all the colleges in the year you start your course. The rents for other grades are then calculated in relation to that. This rent then rises in line with inflation in each subsequent year of your course. This means that 80% of the single rooms provided by the College are at rents at or below the average. It also means that there will be different scales of charges depending on which year you started your course. The rent includes heating and electricity, insurance, and internet access. To the basic rent is added the Contribution to Fixed Costs (the CFC). Students living on the College site pay the full amount of CFC. Those living further away pay only a proportion. The rents for those starting in 2018 will be

Grade	1	2	3	4	5	6	7	8
Rent per week*	£116.55	£125.90	£135.20	£144.60	£153.90	£163.25	£172.60	£181.90

* These figures are those for graduates resident for 10 weeks each term on the main College site. They are thus a *maximum*. Students living away from the main site, who pay a reduced CFC will pay slightly less, and those resident through the year are only charged for 12 weeks in each 13 week period (see below).

Graduates not living in College-owned accommodation do not pay CFC.

First Payment required before you come into residence

The First Payment (which is set against your final bill before you leave) must be received by the College before any key can be issued to a College room. If you have difficulty in making the First Payment, please contact the Bursar or the Graduate Tutor.

Graduates Living in College-owned accommodation	£2,098
Graduates not living in College-owned accommodation	£420

How many weeks am I charged for?

There are three different sorts of arrangement depending on which sort of course you are following.

- (i) For those *home* students keeping undergraduate terms, such as MAST, LLM, MCL, Diploma, and 4th and 5th year Clinical Veterinary students, rent will be charged in the same way as for undergraduates. Thus there will be three bills covering the three Normal Periods of Residence (NPR), each allowing you to occupy the room for 10 weeks. If you wish to stay in your room outside NPR you need to ask permission of the Senior Tutor's Secretary. Periods outside NPR are charged according to the number of nights you stay.

- (ii) Students who are studying for a type of degree or qualification which is completed before the end of June (such as PGCE or non-UK MASt, LLM, 9 month MPhil and Diploma students) will be able to occupy their rooms from the beginning of October to the end of June. You will be charged for three 13-week periods. Within each of those periods, however, you will only be charged 12 weeks rent.
- (iii) For almost all other students (including PhD, MRes, MBA, MFin, MLitt, 12 month MPhil and Clinical Medical students and 6th year Clinical Veterinary students) the rent is paid for four 13-week periods. Within each of those periods, however, you will only be charged 12 weeks rent. If you are in this category, you may occupy your room from the beginning of October until a changeover day about a week before the end of September each year. You will be informed of the changeover date in good time.

If you are in this category and you are finishing your course or you wish to move into non-College accommodation for the coming academic year, you may leave your room before the change over date. You should give at least two weeks' notice of the date you will move out using the online exeat system. You will only be charged rent up to the date you return your keys, or the end of June, whichever is the later.

How much notice should I give if I am moving out?

At the end of your course you should give **two weeks'** notice of the date you will be moving out using the online exeat system, www.emma.cam.ac.uk/exeat. If you wish to leave your room before the expected date you need to give **one month's** notice. Unless you make special arrangements with the Graduate Tutor you will be charged to the end of any rental period which has already started by the time the period of notice ends.

Can I arrive early?

If you need to come into residence before the beginning of October you should seek permission from the Graduate Tutor. It is understood that PGCE and clinical students will have to do this.

Is there a rent rebate if I am not living in my room?

Rent rebates are allowed only in the following clearly defined circumstances, which must be approved by the Graduate Tutor:

- 1) Clinical Medical Students away on electives for 1 month or more (max. 10 weeks).
- 2) PGCE students away on teaching practice
- 3) Research students with permission to work away from Cambridge (permission from The Board of Graduate Studies for term-time or from the Graduate Tutor for the Long Vacation).
The period away must be at least two months.

Students allowed such rebates may vacate their rooms for the whole period, in which case no rent is payable, or keep their possessions in the room, occupying it at most at weekends only, in which case 3/7ths of the normal rent is payable.

Summary

1) **3 x 10-week residence at normal undergraduate termly rent**

Students required to keep terms (completing on-line exeat and returning keys to Porters before going down). If students stay out of NPR (permission from Senior Tutor's Secretary required), they are charged extra days as used.

A) Home students in MAST, LLM, MCL, any Diploma.

B) 4th and 5th year Clinical Veterinary students

No rebates permitted.

2) **3 x 13-week residence at 120% of normal undergraduate termly rent**

Students can be in residence 1 Oct-30 June. Three weeks rebate is built into the rental charge. Additional days (permission from Graduate Tutor required) are charged extra.

A) Non-Home students in MAST, LLM, any Diploma.

B) PGCE students

Rebate permitted: PGCE students away on teaching practice (permission from Graduate Tutor required)

3) **4 x 13-week residence at 120% of normal undergraduate termly rent**

Students can be in residence 1 Oct until the changeover date towards the end of September. Four weeks rebate is built into the rental charge. Additional days before 1 Oct (or beginning of NPR if earlier) are charged extra (permission from Graduate Tutor required).

A) PhD, MRes, MLitt, MBA, MFin, MPhil, Clinical Medical and 5th year Clinical Veterinary students.

Rebate permitted: (i) Research students working away from Cambridge (permission from Graduate Tutor required and from BoGS in term-time). Where a rebate has been permitted, students may vacate their rooms for the whole period, in which case no rent is payable, or keep their possessions in the room occupying it at most at weekends only, in which case 3/7ths of the normal rent is payable.

(ii) Students who have finished their course, or are moving into non-College accommodation for the coming academic year, and vacate their rooms before the changeover date.

Students must give at least one month's notice if they wish to vacate their rooms part way through their course. They will be charged for the whole of any rental period that has started before the end of their period of notice, unless the Graduate Tutor agrees otherwise.

II COLLEGE FLATS

How much do I pay?

You will be told how much the rent for your flat is before you arrive. You are billed monthly on or around the 19th of each month for the period beginning the 25th of that month. The rents are reviewed each year. The rent includes heating and electricity, insurance, and internet access. You do not have to pay the Contribution to Fixed Costs (CFC).

Separately, you are also sent your College bill each term for the charges you incur in College such as meals taken Hall.

What do I need to pay in advance?

You must pay one month deposit and one month rent in advance i.e. two months' rent in total. In addition you must make to usual First Payment against your College bill. This is at the lower rate, the same as that for people not living in College accommodation, £420. This is set against your final College bill at the end of your course.

How much notice should I give if I am moving out?

At the end of your course you should give **two weeks'** notice of the date you will be moving out using the online exeat system, www.emma.cam.ac.uk/exeat. If you wish to leave your flat before the expected date you need to give **one month's** notice. Unless you make special arrangements with the Graduate Tutor you will be charged to the end of any rental period which has already started by the time the period of notice ends.

Do I have to pay Council Tax?

Full time students do not have to pay Council Tax, but people in work do. The council will deal directly with you over your council tax and it is your responsibility to make the necessary arrangements with them. You need to go to the Council Tax office in St Andrew's Street with a letter from the Tutorial Office confirming that you are a full time graduate student at Emmanuel. If your partner is also a full time student then neither of you will be eligible for Council Tax. If your partner is working they will be eligible for Council Tax as if they were living in the flat by themselves (i.e. with a 25% reduction). **Failure to do this will mean that you are charged at the full rate, and failure to pay a council tax bill will result in legal action being taken against you by the council.**

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