

Reuben
College
UNIVERSITY OF OXFORD

Graduate Accommodation Booklet 2021/22

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An Overview of Graduate Accommodation

This booklet provides further information on the accommodation provided by Reuben College and explains the process by which the graduate accommodation provided through the College is offered and allocated.

Information about University accommodation is also provided at the end of this booklet, should you wish to follow that up independently. Sadly, the college currently does not have accommodation for families and couples; students who are coming to Oxford with their families and partners are recommended to apply for [University accommodation](#) as soon as possible as this is usually over-subscribed.

Graduate Accommodation 2021/2022

It is expected that single accommodation will be offered to all full-time first-year graduates (or 'graduate freshers') who have paid their accommodation deposit and met the financial and academic conditions of their University offer by 31st July 2021. With the exception of the accessible rooms, accommodation is allocated on a 'first-come, first-served' basis. If the demand for accommodation exceeds the number of rooms available, a waiting list will be kept.

All students starting in October 2021 will be housed in Farndon Court, 133 Woodstock Road, OX2 6HW Oxford. Farndon Court is a newly refurbished graduate accommodation block.

How to Request Accommodation

A link to the accommodation form is provided to you either with your formal offer letter or in an email with this booklet. In the form, you will be asked if you wish to request single accommodation through the college and, if so, your accommodation preferences. Details of the various accommodation bands are provided below. We do our best to accommodate as many graduate freshers as possible and we try to align our offers with students' preferences. However, if you are offered accommodation, it may not match your first preferences.

Processing responses can take a few weeks at peak times; responses will be handled in the order the forms are electronically submitted, with the exception with students who have accessibility or health needs. As accommodation is allocated on a first-come, first-served basis, it may be advantageous to complete your Accommodation Form requesting accommodation as soon after you receive the form as possible.

If you have questions regarding special requirements for accommodation please contact the Academic and Graduate Administrator, at admissions@reuben.ox.ac.uk in the first instance.

‘Met all conditions’

In order to take up an offer of accommodation you must have met the financial and academic conditions of your University offer. You will have ‘met all conditions’ when you have:

- Replied to your formal offer letter to accept your College offer, and applied for accommodation
- Met all of the conditions stipulated in your University and College offer letters (this includes any academic, language and financial conditions).

If any of these points are not completed by **31st July 2021** you will lose entitlement to any accommodation you have provisionally been offered and be placed on the waiting list for accommodation. Please contact the Academic & Graduate Administrator in advance of this date with full details if you feel you will have trouble fulfilling your conditions by the deadline.

Provisional Allocation

If you are offered accommodation, the Academic and Graduate Administrator will at this point provide you with an indication of which room band you will be allocated to. If you have not been allocated your preferred room band, you will be put on the waiting-list for one which you have ranked higher than the one you have been allocated. In the event the reserved allocation becomes available (usually after 31 July depending on withdrawals, failure to meet conditions and special requirements, i.e. medical conditions, mobility issues), you will be moved up to this room band. Please note you do not need to have fulfilled the conditions associated with your College and University offers, or to have paid your £200 security deposit to the College, to be provisionally allocated accommodation. Accommodation will be allocated by preference as far as possible except when it is determined that we should do otherwise due to specific requirements (e.g. reasonable adjustments) until all spaces at all sites have been filled (at which point we will open a waiting-list; see more information below).

Security Deposit Payment

If you are offered accommodation, the Academic and Graduate Administrator will ask you to pay a refundable security deposit payment of **£200 by 31st July 2021**. The deposit will be held by the College and will offset part of your Tenancy Deposit (see below). Details of how you may pay the deposit will be provided to you at that time.

Please note, if you choose not to take up the accommodation or the graduate place you have been offered at Reuben College, the security deposit payment will be refunded to you in full if you withdraw before 31 July 2021. The deposit is non-refundable if you withdraw after 31 July 2021. In exceptional circumstances, the College Bursar can consider a request for refund. Please make an application to the Academic and Graduate Administrator at admissions@reuben.ox.ac.uk.

Tenancy Deposit

Once we have confirmed your final allocation in August, you will be sent a tenancy agreement to sign and asked to pay a tenancy deposit equal to a month's rent (minus the £200 security deposit you paid earlier) within 14 days of receiving your final allocation. The deposit will be held by the College and returned within 4 weeks of the end of your tenancy (minus any charges for cleaning or damages).

We may use the deposit to cover:

- Any damages to the property or its contents;
- Cleaning;
- Disposing of the tenant's belongings if left in the property at the end of the tenancy;
- Any outstanding payments due, including rent, council tax and any other service charges;
- Any legal or professional fees incurred as a result of the tenant breaching the tenancy agreement.

You can find further details on the deposit in your Tenancy Agreement.

Final Allocation (after the 31st July deadline)

The college is responsible for the final allocation of accommodation to graduate freshers. In order to make the allocation process as fair as possible, the same policy is applied to all graduate freshers who have been offered accommodation.

In late August, the college will confirm via email the (until then provisional) accommodation allocation with those graduate freshers who have paid their £200 deposit by the 31st of July deadline and met all the conditions of their University offer, including meeting their financial conditions with the College. Students will have five working days to confirm that they accept the offer. If you do not reply by the deadline in the email, it will be assumed that you do not wish to accept the accommodation offer. If you do not accept the accommodation offer there is no guarantee that a further offer can be made at a later date. Please note you may not be informed of your room number until your arrival.

NB: It is important that you continue to check your emails regularly during the summer, in case, we have to contact you regarding your offer and/or accommodation. If your current contact email is expiring during the summer, please ensure that you let us have an alternative email address where we can contact you.

An electronic copy of your contract ('the tenancy agreement') will be sent to you by the college. You will be asked to review it and accept the terms and conditions. A [sample tenancy agreement](#) is available for you to view.

The Waiting List

We are not expecting to keep a waiting list for accommodation as we are expecting to offer all our first year full-time graduate students accommodation for October

2021. However, if the college accepts students late in the admissions cycle we may have to place these students on the waiting list. If you are placed on the waiting list for accommodation it is possible that between that time and the first week of August you may be offered accommodation by the Academic and Graduate Administrator if/when space becomes available due to other students withdrawing or failing to meet the conditions of their offers.

In late August, if after allocating rooms the Accommodation Officer has any rooms left, they will be offered to those on the waiting list. We advise you not to rely on being allocated a room if you are on the waiting list as we have no way of anticipating the likelihood of rooms becoming available at this late stage.

This waiting list is different from the room allocation waiting-list which has been described above.

Tenancy Agreements

Tenancy agreements are for 40 weeks or 44 weeks. Contracts start from 14:00 on 27 September 2021 to 10am on 4 July (for 40 weeks) or 10am on 1 August (for 44 weeks). Arrival the week before 27 September 2021 is possible, with *pro rata* rent charged for the days until 27 September 2021. Requests for arrival any earlier in September by students whose courses or orientations start early will be considered on a case-by-case basis. Requests can be made on the Accommodation Acceptance Form. In exceptional circumstances, contracts may be extended during the summer vacation depending on availability and approval from the College. The rent will be payable monthly in advance.

Reuben College can only provide accommodation for first year graduates. Whilst some students may find there are vacancies just before the start of a new academic year, most graduates who are continuing beyond their first year are advised to apply for University Accommodation or seek private accommodation during Hilary Term of their first year for the following academic year.

Residency Requirements for Graduate Students

Please note that it is a requirement of the University for full-time graduates to live no more than 25 miles from the city centre. Most graduates who are new to the city choose to live in College- or University-owned accommodation as part of a welcoming graduate community.

Farndon Court Accommodation

The College anticipates having 93 rooms available to offer to single first-year graduates ('graduate freshers'). The accommodation block has five floors and is newly refurbished. It is about 17 minutes' walk from the city centre. There is a comprehensive CCTV monitoring system, a lift and access is via an electronic card swipe system. A manager resides on site for urgent maintenance support.

There are good transport connections and the site is a 10-minute cycle ride from Linacre College and the centre of Oxford.

The rooms are divided into the following bands:

ROOM TYPE	DESCRIPTION	NO. OF ROOMS	BANDING AND MONTHLY RENT
STUDIO ROOM	Own Kitchen and Bathroom	7	B - £835
2 BED CLUSTER	Shared Kitchen/Bathroom and large bedroom (>11m ²) and Large shared Kitchen)	3	B - £835
2 BED CLUSTER ROOM	Shared Kitchen/Bathroom Large Bedroom (>13m ²) with standard kitchen	8	C - £810
2 BED CLUSTER ROOM	Shared Kitchen/Bathroom with standard size room and kitchen	27	D - £785
8 BED CLUSTER ROOM	Shared Kitchen/Bathrooms with X-Large room with Queen Bed (>14 m ²)	12	C - £810
8 BED CLUSTER ROOM	Shared Kitchen/Bathrooms with regular room with Queen Bed (>10 m ²)	21	D - £785
8 BED CLUSTER ROOM	Shared Kitchen and Bathroom with regular room with Single Bed	3	E - £700
8 BED CLUSTER ROOM	Shared Kitchen with small bedroom (<10 m ²) and single bed	12	F - £675

Bathrooms in the accommodation block have a toilet, sink and shower. The 8-bed clusters have two bathrooms, a separate shower room, and a separate toilet and sink. Bedrooms in the 8-bed cluster flats have a built-in sink in each room. The first, second and third floors have two common rooms each. (NB: The building also has a ground floor and fourth floor).

The accessible rooms are reserved for students with special access requirements and, if so required, are priced at £785 and £810 per month.

All bedrooms are at a minimum furnished with the following furniture:

- Queen or Single sized bed**
- Desk**
- Desk Chair**
- Chest of drawers**
- Desk lamp**
- Mattress and mattress protector**
- Waste bin**
- Pin board**

Kitchens are furnished with the following:

- Oven and hob**

Fridge with freezer compartment (cluster rooms will have separate fridge and freezer)
Kettle
Microwave.

Communal areas will have sofas, coffee tables, dining table and chairs.

Residents are expected to provide their own bedding (including duvet and pillow), kitchen utensils and crockery/cutlery. We are still finalising details concerning car-parking for students and staff. If there are any parking slots available to students, it will be on a very limited basis. If you require a parking space, please let the Academic and Graduate Administrator know by emailing admissions@reuben.ox.ac.uk, including why you would need to bring a car to Oxford. She will provide you with the information when it becomes available.

Other amenities provided in the building:

Free Wi-Fi
Pay-As-You-Go laundry
Bike rack
Communal garden

Cleaning Contract cleaners will clean the communal areas such as bathroom, kitchen and common room. Students are responsible for their own washing up. Students in studio rooms are responsible for the cleaning all areas within their own flat.

Shared cleaning equipment such as vacuum cleaners, ironing boards, bucket and mops will be provided. Students will have to provide their own cleaning supplies.

Students are responsible for the removal of all rubbish to the outside bins. Recycling bins are available for both general recycling and food waste.

How is the rent paid?

Rent is due monthly in advance. Payment can be made either by standing Order or card payment through the College's online Payment Platform.

If your start date is on or after the 15th of the month, the rent up until the end of that month, and the following month's rent, will be due in advance.

There is also a deposit system which is described above.

Getting Around Oxford

Oxford is a small, compact city. Much of the centre of the city is pedestrianised, and most students and residents choose to travel by bicycle or by foot. There are also buses that serve the city for those who wish to travel further afield.

There is a bus-stop minutes away from Farndon Court, which goes to the city centre. The following buses serve this bus-stop (from the city centre):

35 to Wolvercote

S2 Gold to Carterton

S3 to Chipping Norton or Charlbury

300 Park & Ride to Pear Tree Park & Ride

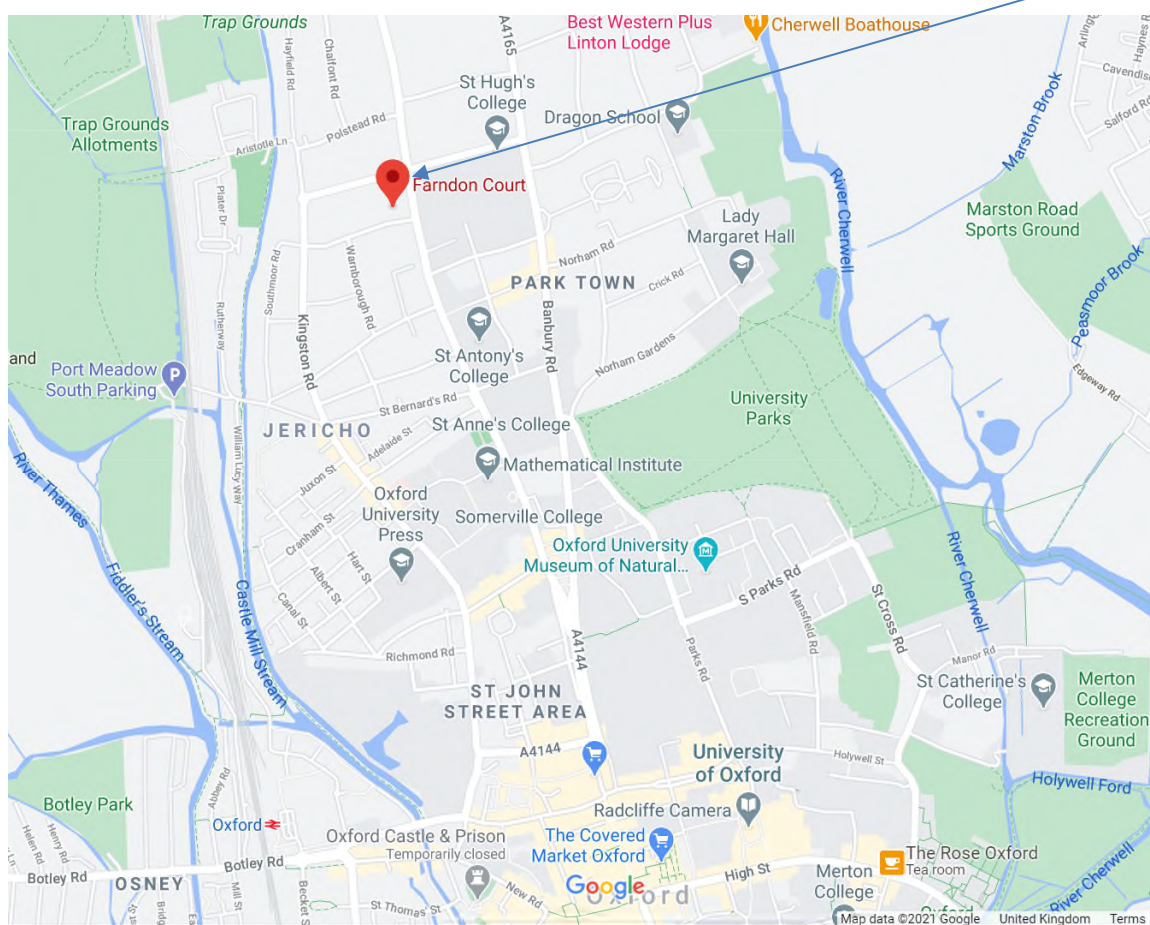
Many students choose to bring a bicycle and cycle parking is available at Farndon Court. If you are bringing a bicycle, please do remember to bring a good set of lights, as these are compulsory by law when travelling after dark, and a secure lock. This law is strictly enforced by the police. There are many bicycle shops in Oxford which sell new and second-hand bicycles.

Please note that due to the compact size of Oxford, very few departments are more than a few minutes' cycle ride away, or a short walk. Departments are mainly located in the centre of the city, and college and university accommodation is not on a 'campus' but is interspersed with other buildings found in many city centres such as shops, residential housing and parks.

There are many cafes, restaurants and grocery shops near Farndon Court. There is a pub, 'The Anchor', and a small grocery/deli shop nearby. There are more shops, restaurants and cafes in Jericho (included in the list of '101 Best Places to Live in Britain' in 2019 by The Sunday Times) and North Parade, all about 5-10 mins' walk away. The city centre and Summertown (north of Farndon Court) are about 17 minutes' walk. For those who love green spaces, Port Meadow is a stone's throw away from Farndon Court, a beautiful area for a long countryside jog or walk.

Location of Farndon Court:

Farndon Court



Policy on Room Transfers/Swaps

Room transfers in College accommodation

If you find your room unsuitable for any reason, please speak to the College as soon as possible as we may be able to assist in resolving any issues you are experiencing.

You can also request to move to an alternative room within College accommodation. Please be aware that this would be subject to vacancies being available. Requests for a transfer should be made to the college and will be considered on a case-by-case basis. Please be aware that transfer requests are usually on hold for the first two weeks of Michaelmas term to allow time for students to come forward with any requests to move. Requests will be prioritised in consultation with the Academic Office.

Moving out of College accommodation to the private sector

Please refer to the tenancy agreement.

Key College Contacts

**Academic and Graduate Administrator :
And Disability Officer**

Ellen Moilanen
Tel: 01865 616475
**Email: admissions@reuben.ox.ac.uk
academic.office@reuben.ox.ac.uk**

Bursar:

Tania Boyt
Tel: 01865 616459
Email: bursar@reuben.ox.ac.uk

College Accountant:

Robert Greaney
Tel: 01865 616477
Email: accountant@reuben.ox.ac.uk

University Accommodation

The University's Graduate Accommodation Office is responsible for the letting and management of University-owned Graduate Accommodation. They have various sites and properties throughout Oxford, ranging from study bedrooms to purpose-built sites housing singles, couples and families.

Reuben College currently does not have accommodation suitable for couples and graduates with children. Graduate freshers who will be coming to Oxford with a partner or family may wish to contact the University's Graduate Accommodation Office for help finding accommodation. The University's Graduate Accommodation Office allocates its accommodation on a first-come, first-served basis. Applications should be made as far in advance of the start of the academic year as possible, as the accommodation they have available tends to become fully booked very quickly.

The University Graduate Accommodation Office can be contacted as follows:

Website: <http://www.admin.ox.ac.uk/accommodation/>

Office Address:

6 Worcester Street
Oxford
OX1 2BX

Telephone: 01865 280923

Email: graduate.accommodation@admin.ox.ac.uk