



## Vacating rooms, requests to stay beyond NPR, and storage arrangements for the 2025 Christmas Vacation Period

This document sets out the arrangements for vacating your room and the arrangements for students who need to store their belongings or stay in residence beyond the end of NPR (9<sup>th</sup> December) for part or all the Christmas holidays.

Please note that this vacation is different again to the previous vacation periods so please familiarise yourself with the information set out below.

The College will be using onsite rooms over the Christmas vacation for accommodating admission interview candidates from 7<sup>th</sup> to 17<sup>th</sup> December, for those who will need to stay in a College room for one or two nights before or after their interviews, and accommodating students who have been granted permission to stay-up for part or all the vacation period. This means that housekeeping are going to be exceptionally busy preparing rooms and therefore cleaning will commence immediately following the end of NPR or the earlier exeat date submitted.

### Students staying up over the Christmas vacation

Where you need to stay in residence over the holidays for exceptional reasons, please discuss this with your Tutor before submitting your request using the online [MS Form](#). All date requests beyond the end of NPR will be considered by the Bursar and/or the Senior Tutor before permission is granted.

You will be invited to complete an Exeat online – please follow the usual procedure and be aware of the closing date, Monday 24<sup>th</sup> November at 12 noon.

Students who are granted permission to remain in residence beyond NPR for part or all the Christmas vacation period will, where necessary, be asked to relocate to their new rooms starting from 9<sup>th</sup> December. Your exact room move date and time will be confirmed in the correspondence which you receive from the Tutorial Office. Please familiarise yourself with this date and time and ensure that you make the necessary arrangements to be available to move on the date specified.

The Hostel, which has hobs, has been set aside for the purpose of accommodating students who are unable to remain in their term time room over the Christmas holidays.

### Storage arrangements for the 2025 Christmas vacation period

Similarly to the last Christmas vacation, it may not be possible to grant permission to leave some belongings in your room, so please plan on this basis. To request permission, please contact the Bursar's PA, [Cheryl Torbett](#).

As explained in [Domestic Matters](#), the storage space available in College is very limited and is for the use of international students, or where there are other exceptional circumstances. If you need to leave belongings in storage over the Christmas holidays, please contact the Bursar's PA, [Cheryl Torbett](#), to request permission. The limits set out on page 10 of Domestic Matters will apply. Importantly there is a limit of 8 items and the size of each box must not exceed the following dimensions: 40.5cm x 40.5cm x 40.5cm (64 litres). If you have already submitted a request there is no need to resubmit this.

Please find below some frequently asked questions which we hope you will find useful.

**Can I leave some belongings in the lockable storage cupboards in my current room?**

*Yes, if you have lockable storage facilities in your room, you may use this to store some belongings but the rest of your room should be fully cleared. Please note that any items left in your lockable storage cupboard is at your own risk.*

**Which spaces will College open up for storage?**

*This will be determined based on need – we will accommodate belongings of anyone who can demonstrate exceptional circumstances.*

**How do I access College storage?**

*Students who have been granted permission to use the storage facilities should show the e-mail granting them permission to the Porters who will be able to direct students to the available storage.*

**Can I leave some belongings in the gyp rooms?**

*Any items left in gyp rooms is done so at your own risk. Please ensure items are cleared away off the sideboards and stored in cupboards.*