

# Glynllifon Hostel Handbook



# Introduction

## **This handbook contains information about living in the hostel at Glynllifon.**

We recognise that the provision of good quality accommodation is central to enabling you to learn and this is why Grŵp Llandrillo Menai is committed to the UUK Code of Practice for the management of the student housing. The UUK Code of Practice student guide can be found at:

[www.accommodationcode.ac.uk/](http://www.accommodationcode.ac.uk/)

Please read through the handbook carefully, it will give you an insight of enjoyable days ahead as a student at Glynllifon. If you have an idea on how the service can be improved please email us at the address below, alternatively please do not hesitate to approach any of our hostel staff if there is anything we can help you with.

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### **You may contact us via...**

**Telephone** (during college hours) - 01286 830261

**Telephone** (outside college hours) - 01286 830261 ext 8525

**Hostel Staff Mobile** - 07596880888 / 07743939288

**E-mail hostel enquiries:** [glynllifon@gllm.ac.uk](mailto:glynllifon@gllm.ac.uk)

**Hostel Manager: Alison Owen, Learner Services Manager -**  
[alison.owen@gllm.ac.uk](mailto:alison.owen@gllm.ac.uk)



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# Arriving and Settling in

**The college is located within the walls of the old Glynllifon estate which was home over the centuries to successive Lord Newborough, until the college purchased the site in 1953.**

The hostel at Glynllifon is part of the main college site and is located at the end of the main drive. There is accommodation for 70 learners within the hostel. The college is sited around four miles from Caernarfon, on the outskirts of the wonderful Snowdonia national park and Dinas Dinlle beach is less than two miles away, making the college suitable to those who love the sea or mountains.



## Key Collection

You will be advised nearer to the start of term when and where to collect your keys.

## Inventory

This will be supplied to you when you arrive at the Hostel. It is in your interest to check each item. Should you disagree with the inventory in any way, please discuss this with any of the hostel staff, who will come to your room to check the disagreement with you and any necessary amendments can be made and signed by both yourselves and the hostel staff.

Please do not remove hostel property from your room or the hostel, as you will be deemed responsible for any subsequent damage/loss.

## Insurance

The college cannot be held responsible for any loss/damage to student property & we strongly advise that you take out a personal insurance policy to cover theft/damage to your property contained within your room and against damage that you may cause through negligence to college property.

## Television Licence

You need a TV Licence to watch or record TV programs, irrespective of what channel you're watching, what device you're using (TV, computer, laptop, mobile phone or any other), and how you receive them (terrestrial, satellite, cable, via the internet or any other way.) If you don't have a licence you risk prosecution and a fine of up to £1000.

## Post

Mail can be collected from the main reception during college hours. Please ensure that your friends and family correctly address their mail to you.

Room ?  
Glanrafon Hostel,  
Coleg Glynllifon,  
Ffordd Clynnog,  
Caernarfon,  
Gwynedd,  
LL54 5DU

# Car Parking

**Students' parking is limited to the car park outside Glanrafon and the college student parking area; as a student you are not permitted to use your vehicle on the college site.**

The college is not responsible for the safety of your vehicle and students must have adequate insurance cover. Grŵp Llandrillo-Menai's code of conduct apply as well as the rules and guidance put in place by the Glynllifon campus, these must be adhered to at all times. Students are not allowed to park by the main PA@G college building. This area is for staff and visitors only.

## Bicycles

Bicycles must not be stored in bedrooms, hallways or stairwells because they obstruct the fire exits and can cause damage. Ask the hostel staff about storage arrangements.

## Evening Supervision

**There are staff on site to supervise you while you are in the hostel.**

Their main responsibilities are:

- Ensuring that you settle in
- Ensuring that you live in a safe environment
- Providing general advice and support to you
- Deal with any emergency situations
- Co-operating with you to organise leisure activities

## Visitors

We endeavour to make the hostel as welcoming as possible, yet ensuring a safe environment.

Non-residents are not able to access the hostel. All visitors must report directly to hostel staff.



# Complaints Procedure

**If there is a need to complain about the accommodation then you should contact the hostel staff.**

The process for making a complaint is outlined in the complaints procedure. The Learner Services Manager will meet with residential students every half term to get your views on the hostel experience.

## Accommodation & Facilities

Rooms within the hostel are mainly twin rooms where residents of the same sex share. Shared rooms assist learners to socialise and make new friends during their stay at Glynllifon. A lockable drawer is available for safekeeping of money and personal possessions.

**You will be expected to be out of your room by 8.50 each morning. Hostel staff will be checking that the rooms are empty between 8.50 and 9.00am to ensure that everyone is well at the start of the day.**



# What we provide:

## **Room** | Every bedroom in our accommodation has:

- A study desk & chair for each student
  - Lockable bedside cabinet for each student
  - Internet and Freeview access point
  - En-suite shower room
  - There is also one adapted twin room for learners with disabilities
- 

## **Kitchen**

- Microwave

- Refrigerator with ice box
  - Toaster
  - Kettle
- 

## **What to Bring**

- Sufficient clothing for a weekly stay
- Duvet, duvet cover, sheets, pillow and pillow case
- Towels
- Alarm clock
- Hairdryer
- Small amount of crockery and cutlery

**All other electrical items should be for 220-240 volts and comply with the relevant British safety standards. All items need to be inspected & tested (See Page 15 Rule 14)**

You may bring other personal possession to the college, however the college will not be held responsible for any loss or damage. A lockable drawer has been provided for the safekeeping of money and personal possessions.

Posters are permitted using the drawing boards provided in all rooms. Attaching posters to walls is likely to cause damage to paintwork and if this occurs you may be charged for redecoration.

Rooms will be inspected on a weekly basis. The purpose of these inspections is to ensure that the college and the residents are complying with health and safety requirements, such as fire regulations, and complying with the conditions of residence with regards to general housekeeping issues in both bedrooms and communal areas.



College caretaking and authorised contractors may require access to your room from time to time and you will be informed in advance if this is the case. Every room will be inspected regularly by hostel cleaning staff; however it is the student's responsibility to make the bed and keep the room tidy.

You may wish to bring a television for your bedroom, however you need to ensure that you have a licence for it. You are also allowed to bring other electrical items as long as you ensure that electrical sockets are not overloaded (no electric fires or equipment that may set off a smoke/fire alarm are allowed, this includes kettles, fridges, extension leads, multi plugs, candles or tea lights within the bedrooms).

If you are unhappy with room sharing arrangements, then you should approach the hostel staff as a first point of contact and then the Learner Services Manager in order to ensure the matter is resolved.

Hostel staff will ensure that all under 18 year olds must be in their rooms no later than 11:00pm. Over 18 year olds may retire later but must use the communal area nearest to their own bedroom after 11:00pm. The hostel staff will also keep an eye on the building in order to ensure that no unauthorised persons have access to the site. Excessive noise is not acceptable at any time but especially after 11:00pm when other residents are trying to sleep.

All Hostel residents need to return to the Hostel no later than 10:30pm.

Grŵp Llandrillo Menai does not tolerate the possession or use of any illegal substance including alcohol in the college in general and also prohibits the smoking/vaping of any substance within College buildings.

Any students found with alcohol or illegal drugs in the hostel will be disciplined. Their parents will also be informed and asked to collect their son/daughter.

Pets are prohibited in the Hostel.

# Evacuate, Lockdown and Lockout Procedures

## Evacuate

**Evacuation takes place when the danger is inside the building,**

For example a fire or structural damage. All students should go to the assembly point or the announced location. Students should only take what is on their person and follow directions. Students should not leave the assembly point until directed to do so by a member of staff.

In the event of a fire, every student has a responsibility to avoid fire risk and must take notice of all advice given, written or verbal, by the fire officers, and accommodation staff. In the event of a fire, get out, make sure fire doors are closed and activate the fire alarm, if it has not already been activated by the smoke/heat detector. Stay out and wait for instructions from the hostel staff. As part of the induction process students will be shown the correct evacuation routes and fire assembly points. Failure to evacuate is a severe breach of your conditions of residence and will result in disciplinary procedures.

## Lockdown

**In lockdown no one goes in or out of the building.**

Lockdown procedures are put in place when there is a significant danger to safety. These situations are extremely rare. Students should lock the doors, turn the lights off and stay quiet and out of sight. Residents should go to the nearest lockable room and quickly lock the door and ensure that their mobiles are silenced.

# Lockout

**During lockout nobody comes into the building.**

These procedures may be in place when there is a chemical spill or a civil disturbance. During a lockout everyone should get outside and the building will be locked. Staff will be responsible for locking all doors.

# Room Availability

Rooms are available from 4pm on Mondays. It will be possible to drop bags off in a safe area in the morning. Rooms close at 3:00pm on a Friday. Students are not allowed to remain within the hostel during the college day, as they should be attending their course activities. If a student is ill they need to inform hostel staff and main reception, as soon as possible. Possessions may be left in the room over the weekend however on rare occasions the college may ask you to vacate your room, e.g. during work experience period, or at the end of term and holiday periods.

The college should receive a minimum of 24 hour notice from residents of their intention to stay away over night. All Hostel absences must be reported to the email address **[glynllifon@gllm.ac.uk](mailto:glynllifon@gllm.ac.uk)** and the hostel staff. All students under the age of 18 on or after 1st of September will need parental permission to leave the hostel.

As emergencies do occur it is essential that you can be contacted. If you change your contact details, home address, mobile telephone number please give these new details to Glynllifon reception and hostel staff.

# Students with Medical Conditions

**It is important that you tell us about any medical conditions and any medication you regularly take.**

Enclosed is an Additional Learning Needs Questionnaire form that you need to complete. This will be shared with our ALN team who may be in touch for more information. The details you provide will be kept in a safe place, to which the hostel staff will also have access. We will use the ALNQ form to contact parents/guardians if we seek medical attention for you in a medical emergency. You must let the hostel staff know in advance should you be taking any prescribed and non prescribed medication.

## Students Who are Ill

**You are not allowed to remain in your hostel room during college days if you are unwell.**

You must go to the main reception where a quiet room has been designated for you. If you are ill on Monday morning and unable to return to college then you should inform the college. If you have to return home because you are unwell, then we expect the parents/guardian to make necessary arrangements which includes informing the college.

Students with any ailments will be referred to the surgery in Penygroes and/or the College Nurse.

# Learner Service Support

**The college has provision to support students during their studies at Glynllifon.**

These apply to residential students:

- **Financial assistance:** if parents/guardians are on low income, help is available. More information can be obtained by visiting "Financial Support and Finance" page on the website:

**[gllm.ac.uk/student-hub/financial-support](http://gllm.ac.uk/student-hub/financial-support)**

Or by contacting an advisor on:

**01248 370125 ext. 8535**

- **Student Support** including learning support, anti-bullying and counselling service - If you are experiencing any personal problems that you are finding difficult to cope with, any issues of harassment or bullying or need help to study, you may wish to discuss these with a professional who is employed by the College to discuss these issues in confidence. This support can be accessed by emailing [staysafe@gllm.ac.uk](mailto:staysafe@gllm.ac.uk) or by going to Learner Services on the Glynllifon campus.

**[gllm.ac.uk/student-hub/student-support](http://gllm.ac.uk/student-hub/student-support)**

**Professional counselling service** - If you are experiencing any personal problems that you are finding difficult to cope with, you may wish to discuss these with a professional counsellor who has been employed by the college to discuss these issues in confidence.

- Glanrafon staff occasionally make use of other professional services where relevant e.g health professionals, the police, the North Wales fire and rescue service and dental practitioners.
- Glanrafon staff are available to resolve problems that you are experiencing within the hostel, from reporting damages to resolving issues of bullying by drawing up plans to deal with the matter positively.

# Leisure Activities

**Time at college is an opportunity for you to socialise and make new friends through a range of activities. You may wish to:**

- Listen to music, watch television or play computer games in your room
- Watch television or DVDs in the common room
- Chat over a cuppa in the communal kitchen
- Play darts or pool in the common room
- Play rugby or 5-a-side football
- Walk in the park
- Use the newly fitted gym facilities
- Cooking and craft activities

**In previous years a range of activities have been arranged for residential students. These include:**

- Football & rugby matches against other schools and colleges
- Regular opportunities to go to the cinema
- Clay pigeon shooting under instruction
- Fun centre and other local attractions
- Visits to local leisure centres
- Ten pin bowling
- Paintballing
- Go Karting





## Leisure Activities ...continued

**Some activities may include additional costs. If you wish to take part in sports activities you need to bring your own swimming costume or football kit.**

We ask that parents/guardians of under 18 year old students sign our consent form for students to leave the site for evening visits. We aim to ensure that risks to the health and safety of students from college activities are properly controlled.



## Meals

Meals are provided in the canteen facility

### Breakfast

Served between  
**8:00am and 8:45am.**

### Evening Meal

Served at **5:15pm**. Occasionally these times will be changed and new meal times will be stated clearly on notice boards.

Students with special dietary needs should highlight this in the registration paperwork and speak to the hostel staff during induction.

## Residential Fees

### Enclosed is a copy of the current residential fees

Fees are payable either in one full payment at the beginning of the year or in three instalments before each term. Students are expected at the beginning of the year to complete a form to agree to pay the relevant fee and to abide by the college residential rules. Fees have to be paid in full even when students are out on work experience.

If you wish to reserve a place in the hostel then you should complete form A and send it to the college by the agreed deadline together with a reservation fee of £100. This reservation fee will be deducted from the full payment of your final payment. Rooms cannot be guaranteed without this £100 reservation fee although we will make every effort to assist you. If you have reserved a room and then decide that you do not wish to reside at the college then you must inform the college immediately.

From time to time damage does occur on college property and we do require a £250 damage deposit. This will be paid with the hall fees at the beginning of the educational year. This deposit will be repaid to the majority of students depending on how much damage has been caused.

Should a student be asked to leave the hostel and/or the College due to disciplinary reasons they will be expected to pay their hostel fees until the end of the academic year.

### A £10 deposit is required for each of the following

(a total cost of £30) • Room Key • Fob • Secure cabinet key

Deposit will be returned with the safe return of keys at the end of the year.

If parents are on low income then there may be grants to assist you with the hostel fees. Contact Learner Services for more information.

# Student Pledge

Please make sure that you understand these rules as they will be in operation. By signing to accept a place in the college hostel, you agree to abide by the rules / regulations outlined in this document and the residential agreement and financial matters. Failure to abide by these rules could result in you being asked to leave the college.

- 1. Behaviour** - Students must behave in a reasonable manner at all times
- 2. Students** must leave their rooms by 8.50 am
- 3. Off site visits** - Students may leave the site, but must inform the hostel staff if doing so, and under 18 year olds must have parent/guardian permission residential students.
- 4. Damage** - Any damage must be reported immediately to hostel staff. If a student is found guilty of causing deliberate damage, then the College Disciplinary Policy will be followed and the student will be expected to pay in full for the damage and their place at the college will be at risk. If it is not possible to ascertain who caused the damage, then all students will share the cost.
- 5. Work clothes** - Students should leave all work clothes in the appropriate lockers.
- 6. Bedrooms** - Students are expected to keep their rooms tidy at all times.
- 7. Smoking/Vaping** - Students are prohibited from smoking/vaping in all college buildings.
- 8. Going to bed** - Under 18 year olds must be in their rooms no later than 11.00pm. Over 18 year olds may use their communal area nearest to their own bedroom after 11.00pm.
- 9. Access to rooms** - Cleaners require access to rooms after 9.15am. The hostel staff and Learner Services Manager may inspect rooms if they are of the opinion that students have illegal substances or alcohol in their rooms.
- 10. Alcohol and illegal substances** - Grŵp Llandrillo Menai does not tolerate the possession or use of any illegal substance (and alcohol) in the halls. Please refer to the College Disciplinary Policy.
- 11. Visitors** - Students can invite friends and family to the hostel with the permission of the hostel staff, however, visitors must leave before 10.30 p.m.
- 12. Vehicles** - You must have permission to park a car/motorbike overnight and students must abide by rules relating to those vehicles.
- 13. Heaters** - Additional heaters are not permitted in the bedrooms.
- 14. Electrical Equipment** - Each item of personal electrical equipment will be tested by the college to ensure that it is safe to use and if found to be faulty may be removed to stop future use. Cables should not be allowed to run under mats and carpets and electrical equipment should be disconnected when not in use. If a student is found responsible for overloading sockets, having defective equipment or interfering with electrical systems, you may be required to pay for repairing the fault.
- 15. Leaving the site** - If a student wishes to leave the site during the evening, he/she must seek the permission of the hostel staff.
- 16. End of Year interview** - Every student must attend an interview with the hostel staff before leaving the hostel for the final time.
- 17. Induction** - Students must attend induction sessions organised for residential students.
- 18. Access / Building Security** - All residents are responsible for the security of the building and must not allow non-residents access to the accommodation block or use unauthorised access points.
- 19. Unauthorised access** - Residents should not enter any Glynllifon building other than Glanrafon during out of college times without prior permission. Residents should not enter the Glynllifon mansion or other neighbouring building at Glynllifon.

## Useful Policies

The relevant policies for students can be found online at the college website. For full access to all of the learner policies, please use the following link:

[www.gllm.ac.uk/our-policies](http://www.gllm.ac.uk/our-policies)

## Other sources of advice

If you are unsure, then a good place to start your research is:

The National Union of Students web site at:

[www.nus.org.uk](http://www.nus.org.uk)

The UUK Code of Practice student guide can be found at:

[www.accommodationcode.ac.uk/](http://www.accommodationcode.ac.uk/)



Glynllifon

**YOUR  
RIGHT TO  
A QUALITY  
HOME**

**THE  
ACCOMMODATION  
STUDENT  
CODE**



Universities  
UK

# Residential Agreement and Financial Matters

## Glynllifon Residential Hostel

Appendix to the 'Glanrafon Hostel Handbook'.

**1.** The Residential Agreement is for the whole academic year and students are liable for the fees for the whole period of the agreement.

**2.** Only students registered on a course at Glynllifon may have a place in residence. This agreement is terminated at the end of the academic year.

**3.** A single payment for the whole period of the agreement can be made before the beginning of the period of the agreement or in three termly payments before the beginning of each term. You may also enquire about setting up a Direct Debit to make monthly payments throughout the year.

**4.** A student will not be admitted into the hostel if he/she has a previous debt unpaid to the college and/or if the first term's fees have not been paid.

**5.** If you have any queries regarding possible financial assistance you should contact the Learner Service Officer: **01286 830 261**

If anyone wishes to discuss or need assistance with grant applications. Appointments should be made through the Glynllifon main office **01286 830 261**

**6.** Only if Learner Services Officers are satisfied that payments will be forthcoming may a student move into the hostel without making the first term payment in advance.

**7.** Should a student wish to cancel the Residential Agreement then they must give notice to the Director of Learner Services in writing and pay one term's notice. One term's notice is a full term's notice, NOT the remainder of the term. This means for example that if notice is given in week five of the first term then payment will have to be made until week five of the second term.

**8.** Cancellations of the Residential Agreement due to any reason, including breach of College rules, will not result in a refund or reduction in the liabilities of the student, and the same conditions as section 7 above will apply.

**9.** If payment of any residential fees for terms 2 and 3 is not paid or alternative payment arrangements are not in place before the start of those terms then the college will take action to recover the debt. The College may terminate the agreement if fees are not paid on time.

**10.** The student is to pay any reasonable costs incurred by the College, in making sure that the student meets the obligations of the agreement plus an administrative fee of £20.

**11.** Any variations to this agreement agreed between the two parties must be in writing.

**12.** The College will provide the following from the hostel fees:

- A study bedroom for two persons; with furniture and furnishings.
- Heating lighting and electricity.
- Access to the internet.
- Hot and cold water.
- hostel staff.
- Regular light cleaning of rooms.
- A shared kitchen space.
- Light breakfast Monday to Friday and an evening meal- Monday to Thursday (except Bank Holidays).

**\*\*Students must bring their own duvet, pillow and bed linen. (Clean bedding will be provided in cases of emergency)**



**13.** A 'Room Contents and Condition Form' will be placed in each room for each student at the beginning of the residential agreement. Any items missing or damaged or any room damage must be reported immediately using the form provided. At the end of each term the College will inspect the room and the items within. A statement will be sent to each student at the end of each term noting any damage and stating the amount of money left from the damage deposit. A room deposit of £250 will be required and deducted from the final hostel payment.

**14.** Students must show consideration to others. Sound should not be able to be heard outside of the room, kitchen, bathroom or common room. Unacceptable levels of noise will be treated as a serious disturbance and may lead to disciplinary action and could cause the cancellation of the residential agreement.

**15.** Students must familiarize themselves with the College's Health and Safety policy. Breaching the policy is seen as serious and could lead to a cancellation of the Residential Agreement and disciplinary action.

**16.** Tampering with fire detection and prevention equipment and signs is a serious breach of the Residential Agreement and the Health and Safety Policy and may be a criminal act. A student responsible for doing so will be subject to College disciplinary action, have their Residential Agreement cancelled and may, if the action is judged to be criminal, be reported to the police.

**a)** The cost of repairing, resetting such equipment, paying for a false call out will be charged to the students involved; if they are not known students will be charged as in Paragraph 22 below.

**b)** Students must not do anything to increase the likelihood of a fire nor to reduce the effect of fire prevention measures. This will include: not having your own furniture in the room, not jamming doors open, not obstructing fire escape routes.

**c)** Candles and flammable materials are not permitted in the hostel.

**17.** Weapons and/or replica weapons must not be brought on to the campus even if the student holds a valid license.

**18.** This section is in addition to Rule 13, Rule 14 and information in the Glynllifon Hostel Handbook.

**a)** Electrical equipment and connections in rooms will be inspected from time to time to ascertain their safety. Notice of such inspections will be given on the main site notice board. Any electrical equipment or connections found to be dangerous will be removed immediately and a receipt issued to the student. The item(s) concerned will be returned at the end of the residential agreement.

**b)** In order not to overload the hostel wiring, no electrical equipment which has a heating element or draws a lot of power will be allowed in the study bedroom. Typical examples are kettles, toasters, microwave ovens, fridges, fan heaters, radiators, grill machines, sandwich toasters and air fryers. This list is not intended to be exhaustive.

**c)** Students may bring low powered electrical appliances into the hostel. Typical examples are televisions, computers, hair driers, portable music systems and radios. The College will provide a PAT testing service for any of these appliances that need it, within the first few days of term. Until the items are tested they must not be used.

**d)** No more than three low powered appliances from 18c above may be connected to a gang socket. Should the number be exceeded the items would be removed as stated in 18a above.

**e)** Socket adaptors must not be used.

**f)** A kitchenette is provided with a fridge, kettle, toaster, microwave please provide your own crockery.

**19.** This section is in addition to Rule 8 in the Glynllifon Hostel Handbook.

**a)** The hostel staff's duties and responsibilities regarding under 18 year old students will mean that they will need to check rooms and students in those rooms and ensure that they are in their rooms at 11 pm.

**b)** The hostel staff's duties and responsibilities regarding over 18 year old students usually require a check of room occupancy at 11 pm each night Monday to Thursday, to comply with fire regulations.

**c)** Access will also be needed for repairs and maintenance.



**d)** Staff will keep such access to a minimum unless there is reason to believe that the conditions of the Residential Agreement are being broken.

**e)** Hostel staff will inspect rooms once a week for tidiness and condition.

**f)** Access to hostel is not permitted from 9.00am to 4.30pm

**g)** The security system will involve the use of key fobs. These will be supplied at registration. Only residential students will be allowed in the hostel.

**h)** Security cameras have been placed in designated common areas and hostel staff may use body cameras.

**i)** Students are reminded that they require their own contents insurance.

**j)** The college cannot be held responsible for any loss or damage to the student property.

**k)** Student will need to sign out whenever they leave the hostel and sign in when returning to the Hostel. Failure to do so will result in disciplinary action.

**20.** This section is in addition to Rule 5 in the Glynllifon Hostel Handbook.

**a)** The room may not be sub-let nor can the agreement be transferred to another student.

**b)** Once a room has been allocated it becomes the room subject to the agreement. Any room changes must be made through the agreements of hostel staff and hostel managers. No move must be made without the permission of the Assistant Principal.

**c)** The room may only be used as a study bedroom. It must not be used in any way for the running of a business.

**d)** Cleaners are employed by the College but only for general everyday cleaning. If a mess is made the student(s) responsible are expected to clean it up. If this is not done the College will charge the cost of cleaning plus a £20 administration fee to the occupants of the room.

**e)** Students must only fix posters, notices, pictures, flags, timetables etc on the noticeboards provided in each room.

**f)** Students may not bring their own furniture.

**g)** Rooms must be kept locked when not occupied.

**21.** Communal areas around the hostel (corridors, lounge area, kitchen etc.) should also be kept clean and tidy. They are cleaned by college staff as in paragraph 20d above. Residential students are expected to clean up any mess made and clean up after themselves after using the kitchen. If this is not done the College reserves the right to employ cleaners to clean up and will charge the cost of cleaning plus a £20 administration fee. This cost is to be paid by those who have rooms within the location.

**22.** Damage should be reported to hostel staff and will be recorded on a damage report form.

**a)** The College will charge the student a reasonable cost of repairing or replacing the damage caused by the student and may include an administrative fee of £20. The College will usually bill the student directly for this rather than deduct the amount from the Damage Deposit. If damage is seen to be intentional or reckless then the college may use the College disciplinary procedure or even terminate the hostel agreement.

**b)** Where the student causing the damage is not known then the cost will be borne by those who have rooms in the area and will be deducted from the Damage Deposit.

**c)** The damage deposit is £250. Should the value of the damage exceed £250 for any student then they will be charged the difference.

**23.** This section is in addition to Rule 10 in the Glynllifon Hostel Handbook.

**a)** Students are responsible for their visitors. This includes being responsible for any damage they may cause.

**24.** Each student will have a room key, fob and can have a secure locker within their room.

**a)** There is a £10 deposit payable for the room door key, a £10 for the fob and a £10 deposit for a security cabinet.

**b)** At the end of the period of the Residential Agreement the keys must be returned and the deposit collected. If keys are not returned after a week. The cost of changing the lock will be charged to the student.

**c)** Students must not share their security fob with any other person. They should report to the hostel staff if it is misplaced.

**25.** This section is in addition to Rule 5 in the Glynllifon Hostel Handbook.

**a)** Students must remove all their belongings at the end of each term and before each half term holiday unless they are informed otherwise by the hostel staff.

**b)** The room should be left clean and tidy with posters etc removed from the notice board.

**c)** Any belongings left in the room will be removed by the College. Perishable items will be disposed of straight away. Remaining items will be kept for one week and then the College will dispose of them as it sees fit.

**d)** Should there be a disposal cost, then the College will bill the student or students concerned including an administrative charge of £20.

**e)** There is a possibility that the residential rooms will be used for taster courses during periods when students aren't resident. The hostel staff will check for damages before and after these periods to ensure that there is no unfair blame for damage. If there are any queries regarding damages during these periods, contact hostel staff immediately.

**26.** If the conditions of the agreement are not followed then the College may cancel the agreement and/or apply the college disciplinary procedure.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent or Guardian, where Student is under 18 years of age on the 1st of September.**

\_\_\_\_\_ **Date** \_\_\_\_\_

One copy to be returned to the college, one copy to be retained.



Grŵp  
**Llandrillo  
Menai**

