



Course Rules

We like to run friendly and relaxed courses. However, there are certain rules in place. Ultimately breaking these rules may result in you being sent home without refund, where possible you will be allowed to continue with the course on a non-residential basis. The most important rules are as follows:

- No alcohol anywhere on site, and alcohol must not be consumed whilst you are on the course (even if you are off campus)
- No smoking in any buildings
- Girls are not allowed in boys' rooms, and boys are not allowed in girls' rooms at any time
- Between 10.00pm-7am you must be in your hall of residence if you are a residential student
- If you are aged 15 or under, you must remain on campus at all times, unless accompanied by a member of staff.
- You must sign yourself out and back in at the designated area every time you leave the teaching / boarding site(s).
- No use of the common rooms / kitchen space is allowed between 11:30pm and 7am
- Non-residential students must be off-site by 11:00pm at the latest
- No noise between 11pm and 8am
- No moving bedrooms without permission (if you wish to swap, please contact the office staff for fire safety reasons)
- Any damage or mess will be the responsibility of those who created it – when necessary, you will be billed for repair or cleaning work
- Setting off fire alarms or tampering with any fire/safety equipment will result in a fine (minimum of £50) and being sent home/off site immediately
- No furniture to be removed from any buildings
- If you wish to leave the course early, please contact the course office
- If you have a key to your bedroom and fail to return it, you will be billed for the cost of its replacement

We hope common sense will guide you through the other rules (e.g. no physical violence, no drunkenness, no drugs, no stealing etc), however please contact the course office if you have any questions.

Consequences of rule breaking range from being noted on your report which is sent to your parents, through to immediate expulsion from the course, without refund.

We want you to have a good time, but we do also need to make sure we have an environment where those that want to sleep or work can do so safely and in peace.

Guide for Conduct

We ask that you follow these guidelines whilst on the course.

- **Punctuality:** we expect you to turn up on time for all tutorials and study periods. Where you are taught in a group the tutor will start without you.
- **Clothing:** there are no rules regarding clothing, though you may be asked to change if clothing is deemed inappropriate (e.g. t-shirt with racist slogans)
- **Smoking:** there is strictly no smoking in any of the buildings, either smoke off site or in the designated area. Please do not smoke in doorways.
- **Noise:** We are sharing a University Campus with many other people, so try to be considerate into terms of the noise you create.
- **Wardens & Night Staff:** the wardens and night staff are here for your security and to make sure rules are adhered to. Please listen to what they say and treat them respectfully.
- **Problems:** if you have problems of any sort, please come to see us in the course office, we will try our best to help.

Security

Please take good care of your valuables. If you have brought items such as mobile phones, iPods, laptops, etc. which are valuable and easy to steal, make sure you do NOT leave them in your bedroom.