Easter Term 2017
End of Term Arrangements

Summary of Key Dates and Information for Undergraduates AND Graduates

UNDERGRADUATES

• **Full Term ends:** Fri 16 June  
  (See Item 1)

• **Vehicular Access Permit Day:** Sat 17 June and Thur 29 Jun  
  (for leaving Central Site)  
  – Passes must be obtained before you go down  
  (See Item 1)

• **University Term ends:** Sun 25 June  
  (See Item 1)

• **General Admissions Day:** Thur 29 June  
  (See Item 1)

• **Entitlement to residence ends:**  
  - Graduands: 9.30am Friday 30 Jun  
  - Non Graduands: 10.00am Tues 27 Jun  
  (See Item 2)

• **Stored luggage:**  
  Storage available: Mon 12 June  
  Removal from stores: Sun 1 Oct  
  (See Item 2)

• **Signing out and Return of Keys/University cards to Porters’ Lodge.**  
  (See Item 3)

• **Library Preparation for Summer:** Mon 19 June  
  (See Item 6)

• **Full Term begins:** Tue 3 October  
  (See Item 7)

• **Vehicular Access Permit Day (Term Day):** Sat 30 September  
  (for returning to Central Site)  
  – Passes must be obtained before you go down  
  (See Item 7)

• **Entitlement to residence begins:** 2.00pm Fri 29 September  
  (See Item 7)

UNDERGRADUATES AND GRADUATES

• **Due Date for Bills:**  
  - Graduands: 15 June 2017  
  - Non Graduands: 21 July 2017  
  - Graduates: 21 July 2017  
  (See Item 4)

• **Last Meal Easter:** Lunch on Wednesday 28 June  
  (See Item 5)

• **First Meal Michaelmas:** Dinner on Friday 29 September  
  (See Item 5)

NB – For further details of any of the information above, please read following pages.
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1. **Vehicular Access for Luggage – Central Site (Undergraduates Only)**

- Full Term ends: **Friday 16 June**.
- Vehicular Access Permit Day: **Sat 17 June and Thur 29 June**
- Normal vehicle access within the city centre pedestrian zone is permitted between:
  - Monday to Saturday before 10am and after 4pm.
  - Sunday at any time.

- If collection is **not possible** at the above times and only if the vehicle is carrying a bona fide member of the University to collect his/her luggage from accommodation within the Pedestrian Zone a ‘**Vehicle Access Pass**’ is available for Saturday 17 June and Thursday 29 June 10am-12.00 noon & 2pm -4pm. (closed for lunch 12.00 to 2pm).
  
  **Passes must be obtained in advance from the Porters.**
  - Passes are to be presented at the barrier outside St John’s College in exchange for a 1 hour permit into the pedestrian zone between 10am and 4pm, even if you enter before 10am.
  - **Failure to comply** with the above may result in the receipt of fixed penalty notices by Traffic Wardens.

  **NB** – Consideration to receive a permit will not be held for travel less than 90 miles without exceptional circumstances verified by your tutor.

2. **Removal of Personal Property (Undergraduates Only)**

- **Entitlement to residence ends:**
  - **Graduands** 9.30 am the morning of 30 June.
  - **Non Graduands** 10.00 am on morning of 27 June.

  - All luggage must be taken home with the exception of College mattress protectors, quilts and pillows. Bedrooms, kitchens and all other communal facilities must be cleared of personal property and rubbish, including recyclables to the appropriate bins, bicycles stored in designated cycle storage areas and keys left in wardrobes and desks. **Failure to vacate by 10am or follow the advice above will result in a charge on your College bill. Please see the Student Handbook for further details.**

  **Personal belongings left behind may be disposed of or sent to charity. (Please see section 4.2.2 of the student handbook)**

  - Any equipment on hire, such as televisions, must be returned directly to the hire company. The College accepts no responsibility for hired items.
  - Anybody who wishes to stay in College accommodation after 21 June should contact the Tutorial Office by email: ri246@trinhall.cam.ac.uk. A limited number of rooms are available in Boulton House at the Wychfield Site. Please give at least 2 weeks’ notice.
- Storage
  - Overseas students and others who have no storage facilities in this country are allowed to store a limited amount of luggage in E8 (Central Site), Wychfield Stores or Bishop Bateman Court Stores (BBC). Property is left at your own risk, must be clearly labelled with name and date of collection. It will not be covered by any College insurance.
  - Luggage can be stored from 12 June and must be removed from the designated store by 1 Oct.

3. Signing Out / Return of Keys & University cards (Undergraduates Only)
- Rent for rooms will still be charged until keys are returned and the exeat book is signed either in the Central Site Porters’ Lodge for Central Site and BBC residents or the Wychfield Porters’ Lodge for Wychfield residents. Signing Out must be done at the relevant Porters’ Lodge. Keys, all College temporary access cards and all University Cards for those students not returning to College must be returned to the Porters’ Lodge when signing out.

  - Central Site and BBC Residents Keys/Cards - Central Site Porters’ Lodge
  - Wychfield Site Residents Keys/Cards - Wychfield Porters’ Lodge

4. Payment of College Bills:

Due Date for Bills:

- Undergraduate (Graduands) bills for meals, and Graduand charges etc will be drawn as at 6 June and payment must be made by **4.00pm on Thursday 15 June**. Late payments between 16 June and 29 June must be paid in cash, credit/debit card, banker’s draft or same day bank transfer. **If payment for all bills is not received by 9am on Thursday 29 June, the College may refuse to present a Graduand for their degree.**
- Undergraduate (Non Graduands) bills for meals, etc will be sent electronically as soon as possible after the end of term. Payment must be made by **Thursday 20 July**.
- Undergraduate (Non Graduands) may not return to College in Michaelmas 2017 until payment has been made, unless written permission has been received from your Tutor.
- Graduate bills will be sent electronically as soon as possible after the end of term. Payment must be made by **Thursday 20 July**.
- Overdue charges of £1 per day may be applied on payments outstanding after that date.
- Graduates, if you have difficulties paying please email your Tutor via Rosie Ince (ri246@trinhall.cam.ac.uk). Undergraduates, please e-mail your Tutor in the first instance before the due date so that any problems can be resolved. Please provide as much information as possible to assist the Tutors’ in their decision.
Due Date for Michaelmas Term 2017 Bills

- Undergraduates and Graduates – Friday 13 October 2017
- Undergraduate and Graduate bills will be sent electronically at the beginning of October.

5. Meals:

- **Last Meal Easter:** Lunch on Wednesday 28 June
- Dinner - 19-20, 22 June: See Intranet for details
  (NB No dinner on 21 June due to June event)
- Lunch - 19-23 June: See Intranet for details
- Breakfast - 19-21 and 23-28 June As normal
  (NB No breakfast on 22 June due to June event)
- Graduands Dinner 27 June (Black tie, no gown)
- **First meal Michaelmas:** Cafeteria in Hall, 6.00 - 6.30pm, Friday 29 September

6. Library:

- **Summer Preparation.**
  - Staff commence clearing and sorting: 19 June 2017
  - If you wish to continue working in the Library beyond the end of term, please use the Jerwood Library Reservation Slips on any books being used and clearly label your belongings with your name and date. If you have completed your revision please remove all belongings from the Library by Monday 19 June 2017 as the Library will be tidied at this point, and any abandoned items will be removed.
  - The book stock will be reorganised in the Jerwood Library during the summer vacation. The library staff apologises in advance for any noise and disruption during this period.
7. Return into Residence – Michaelmas Term 2017 (Undergraduates Only)

- The Term Day: **Saturday 30 September** (for returning to Central Site)
  - Passes must be obtained from the Porters **before you go down**. They will not be available by post or on the day.
  - Entitlement to residence begins: **Friday 29 September 2pm**.
  - Rent for those coming back with permission before 29 September will be charged at the rates indicated to you by the Conference Office

Permission for early return will only be granted to the following:

- JCR Committee required for Zero Week / Freshers Weeks
- Members of sporting teams required to return early (including University teams)
- Students returning to sit exams (e.g. AMES and MML)
- Students returning to attend required pre-courses
- International students whose travel arrangements necessitate early return
- Members of the Christian Union required for Zero week / Freshers’ week

- **There will be no general vacation residency available.**
- Important Warning – If you return early without permission the College cannot guarantee accommodation will be available and you may be required to find alternative arrangements outside of College. If the College has available accommodation you should be aware the rent will be £60 per night, significantly higher than stated on the vacation residency form and will be added to your bill.

- Full Term begins: **Tues 3 October**.
  - **To return into residence after 3 October Undergraduates must obtain Tutorial permission in writing.** This should be obtained before you go down. If you need to change your plans ring the Tutorial Administrator (332564) during office hours.

8. Grad Halls (Graduates Only)

- TBC

Glen Sharp
Junior Bursar
May 2017