

**Easter Term 2018**  
**End of Term Arrangements**

**Summary of Key Dates and Information for Undergraduates AND Graduates**

**UNDERGRADUATES**

- **Full Term ends:** Fri 15 June (See Item 1)
- **Vehicular Access Permit Day:** Sat 16 June and Thur 28 Jun (See Item 1)  
(for leaving Central Site)  
– Passes must be obtained before you go down
- **University Term ends:** Sun 25 June (See Item 1)
- **General Admissions Day:** Thur 28 June (See Item 1)
- **Entitlement to residence ends:**
  - Graduands 9.00pm Thurs 28 Jun
  - Non Graduands 10.00am Tues 26 Jun(See Item 2)
- **Stored luggage:** **Storage available:** Mon 11 June  
**Removal from stores:** Sun 30 Sep (See Item 2)
- **Signing out and Return of Keys/University cards to Porters' Lodge.** (See Item 3)
- **Library Preparation for Summer:** Mon 18 June (See Item 6)
- **Full Term begins:** Tue 2 October (See Item 7)
- **Vehicular Access Permit Day (Term Day):** Sat 29 September (See Item 7)  
(for returning to Central Site)  
– Passes must be obtained before you go down
- **Entitlement to residence begins:** 2.00pm Fri 28 September (See Item 7)

**UNDERGRADUATES AND GRADUATES**

- **Due Date for Bills:**
  - Graduands 14 June 2018
  - Non Graduands 20 July 2018
  - Graduates 20 July 2018(See Item 4)
- **Last Meal Easter:** Lunch on Wednesday 27 June (See Item 5)
- **First Meal Michaelmas:** Dinner on Friday 28 September (See Item 5)

NB – For further details of any of the information above, please read following pages.

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**I. Vehicular Access for Luggage – Central Site (Undergraduates Only)**

- Full Term ends: **Friday 15 June.**
- Vehicular Access Permit Day: **Sat 16 June and Thur 28 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 16 June and Thursday 28 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** **9.00 pm the evening of 28 June.**
  - **Non Graduands** **10.00 am on morning of 26 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 26 June should contact the Tutorial Office by email: [ri246@trinhall.cam.ac.uk](mailto: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 J2 (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 11 June and must be removed from the designated store by 30 Sep.**

### 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 7 June and payment must be made by **4.00pm on Thursday 14 June**. Late payments between 15 June and 28 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 28 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 **Friday 20 July**.
- **Undergraduate (Non Graduands) may not return to College in Michaelmas 2018 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 **Friday 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 2018 Bills**

- Undergraduates and Graduates – Friday 12 October 2018
- Undergraduate and Graduate bills will be sent electronically at the beginning of October.

### **5. Meals:**

**Opening and closing times of cafeteria can be found on the intranet catering pages.**

- **Last Meal Easter: Lunch on Wednesday 27 June**
- Dinner - 17 June - No cafeteria dinner  
18-21 June - See Intranet for details
- Lunch - 18-23 June - See Intranet for details
- Breakfast - 18-23 and 25-27 June - As normal  
24 June - Breakfast Only (8.45-9.30am)
- Graduands Dinner 26 June (Black tie, no gown)
- **First meal Michaelmas: Cafeteria in Hall, 6.00 - 6.30pm, Friday 28 September**

### **6. Library:**

#### **- Summer Preparation.**

- Staff commence clearing and sorting: **18 June 2018**
- 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 18 June 2018 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 2018 (Undergraduates Only)**

- The Term Day: **Saturday 29 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 28 September 2pm**.
  - Rent for those coming back with permission before 28 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 2 October**.
    - **To return into residence after 2 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 2018