



Licence to Occupy INTO University of East Anglia LLP Residential Premises

Subject to the Terms and Conditions of this Licence **(which the Licensee acknowledges as having read)**, INTO University of East Anglia LLP hereby grants the licensee named below a Licence to occupy the room shown below for the indicated period:

Name (BLOCK CAPITALS):

INTO/UEA Student Number:

Room: (allocation on arrival)

Accommodation building: INTO UEA, Norwich Research Park, Norwich, Norfolk NR4 7TJ

Period of Occupancy:

(10am on arrival date until 10am on departure date)

Your key card should be returned by 10am on the day of departure to avoid charges for excess accommodation nights in addition to a non-return of swipe card charge being added to your accommodation account.

Weekly Licence Fee (based on room only basis)	£198
Date Required From	
Date Required To	

Signed by a Duly Authorised Officer

on behalf of INTO UEA Centre Director

Date

Signed by the Student

Date

.....
Karen Bridges, INTO Centre Director

.....08/05/2025.....

.....

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Please Note:

You are signing to accept and be bound by the enclosed Terms and Conditions; in addition, you are bound by the INTO Code of Conduct. If you are unclear of these Terms and Conditions, please ask a member of staff to assist you.

TERMS AND CONDITIONS OF THE LICENCE TO OCCUPY RESIDENTIAL PREMISES AT INTO University of East Anglia

Definitions

1. The terms "Room", "Licensee", "Licence Period" and "Licence Fee" refer to the descriptions given in the Licence to Occupy Residential Premises signed by the Licensee.
2. The term "Residential Premises" refers to the room allocated to the licensee together with common spaces for cooking and dining, including facilities and fixtures. Plus, furniture, furnishings and spaces therein located in INTO Centre.

The Licence

Issue of Licence

3. This Licence will be granted by INTO University of East Anglia LLP to an individual resident (Licensee) to occupy the residential premises.

Payment of the licence fee

4. The licensee will pay INTO University of East Anglia LLP the appropriate instalment of the full license fee within 28 days of the date of the invoice relating thereto.

The Licensee will occupy the Residential Premises and pay the Licence Fee for the whole licence period subject to:

5. Termination of this Licence in accordance with paragraphs 7 – 14.
6. If the Licensee does not vacate the Residential Premises after this Licence has been terminated INTO University of East Anglia LLP, will apply to the court to obtain possession and may also ask the court to order that the Licensee pays INTO University of East Anglia LLP's costs and for use of the Residential Premises until possession is given.

The Licence may be terminated by the Licensee if:

7. Within seven days of the start date of the licence period and having advised the INTO Accommodation Officer in writing of their intention to do so and vacating the room and returning the key within this seven-day period.
8. The Licensee withdraws from their course or ceases to be an INTO or UEA student and provides 28 days' notice in writing prior to the intended termination date. Full charges will apply during the notice period.
9. Termination is agreed exclusively by mutual written consent between the Licensee and the Centre Director. Full charges will apply during any notice period.

The Licence may be terminated by INTO University of East Anglia LLP:

10. By no less than 28 days' notice in writing to the Licensee by way of the issue of a Notice to Quit for the non-payment of the Licence Fee (whether formally demanded or not). Full charges will apply during the notice period.
11. By no less than 28 days' notice in writing to the Licensee by way of the issue of a Notice to Quit for any breach which is not a minor breach by the Licensee of the Licence; or of the Terms and Conditions of the Licence to Occupy Residential Premises; or INTO Code of Conduct. Full charges will apply during the notice period.
12. After the Licensee ceases to be an INTO or UEA student at the end of their course, withdraws from their course or formally interrupts studies by no less than 28 days' notice in writing. Full charges will apply during the notice period.
13. INTO University of East Anglia LLP may, following termination of the Licence (either by Notice to Quit or expiry of the Licence Period), reserve the right to prohibit the Licensee from entering the same accommodation or other INTO University of East Anglia LLP accommodation as deemed necessary either during any notice period or following the Licence termination.

The Licence shall terminate forthwith on:

14. The Licensee being excluded from residential property owned, controlled or managed by INTO University of East Anglia LLP under the provisions of INTO University of East Anglia LLP's and the University's Disciplinary Procedures (including the exercise by the Vice Chancellor of emergency powers permitted by the University's Statutes) The Licensee shall then be required to vacate the Residential Premises on being given 28 days' notice to do so by INTO University of East Anglia LLP.

Changes to the Licence

15. INTO University of East Anglia LLP may permit the Licensee at any time during a Licence period to substitute the Residential Premises specified in the Licence for such other Residential Premises owned, controlled or managed by INTO University of East Anglia LLP as may be available from time to time. INTO University of East Anglia LLP require the Licensee to pay an administrative fee of £30 to meet costs incurred by making any non-enforced change of Residential Premises.

16. INTO University of East Anglia LLP may, at no extra cost to the Licensee, require the Licensee at any time during the Licence Period and on reasonable notice to move to such other Residential Premises as may be available from time to time.

Licensors Responsibilities

INTO University of East Anglia LLP will:

17. Provide electricity, heating and water.

18. Provide regular cleaning and housekeeping services of all residential premises excluding Saturdays and Sundays and days when INTO University of East Anglia LLP is closed and when cleaning services have been withdrawn from Residences where the cleaning staff cannot reasonably carry out their normal duties.

19. Maintain the structure and exterior the fixtures and fittings and contents of the premises in good repair and replace contents fixtures and fittings that become defective due to fair wear and tear during the Licence period.

INTO University of East Anglia LLP will not be liable to the Licensee for:

20. Any loss, damage or inconvenience (save for death or personal injury caused by the negligence of INTO University of East Anglia LLP) which may be suffered by the Licensee as a direct or indirect result of the inability of INTO University of East Anglia LLP by reason of circumstances or events beyond INTO University of East Anglia LLP's reasonable control to provide equipment, commodities and services in accordance with the Licence, including without prejudice to the foregoing in the event that heating and/or electricity apparatus is shut down for the purpose of essential maintenance and/or so that INTO University of East Anglia LLP may comply with its statutory obligations with regard to such apparatus.

21. Any nuisance, loss or inconvenience to the Licensee arising out of any building construction, maintenance or repair work to the Residential Premises, the building in which they are situated or any neighbouring land or buildings.

Licencee Responsibilities

Cleaning

The Licensee will:

22. Keep the Residential Premises in a clean and tidy condition.

23. Make the Residential Premises available for access by housekeeping between 08.00-15:00 Monday to Friday for the removal of rubbish from the study bedroom.

24. Pay the reasonable costs of additional cleaning and any related administrative costs incurred where the housekeeping staff have been required to carry out works unreasonably beyond their normal duties. Where the cause of these costs cannot be attributed to individuals all residents of the house or flat will be invoiced an equal share of the cost to INTO University of East Anglia LLP of the additional cleaning and administration subject to a minimum fee.

25. At all times outside of the Licence period clear all personal effects, waste and unwanted items from the Residential Premises, items left at the premises may be removed and destroyed. Please note that under the Waste Electrical and Electronic Equipment Regulations 2006 (WEEE), the Licensee will be charged disposal fees for any electrical items left in the Residential Premises as they cannot be disposed of by INTO University of East Anglia LLP.

Maintenance

The Licensee will:

- 26. Inform INTO University of East Anglia LLP within 10 days of the commencement of the initial Licence period of any defect in the Residential Premises, or any deficiency of furniture or fittings against the relevant inventory provided in the study bedroom.
- 27. Inform INTO University of East Anglia LLP promptly of any defect in the Residential Premises requiring repair or any deficiency of furniture or fittings which may become apparent during any period of the Licence.
- 28. Allow persons so authorised by INTO University of East Anglia LLP to enter the Residential Premises at reasonable times and with advance notice to the Licensee wherever practicable to view the state and condition of the Residential Premises to carry out repairs or maintenance thereto or to adjoining property.
- 29. Reimburse INTO University of East Anglia LLP with the reasonable cost of works and supplies and equipment needing to be repaired or replaced at the Residential Premises as a result of damage or loss caused or permitted by the Licensee which is not attributable to fair wear and tear, in addition to any administrative fee in force at the time.

The Licensee will not:

- 30. Make or suffer to be made any alterations to the internal or external finishes or structure of the Residential Premises or adjoining properties including the erection of any external TV or radio aerial or satellite dish.
- 31. Damage or allow others to damage any part of, or equipment in, the Residential Premises including the communal areas. Where the cause of the cost of repairing or replacing items or areas damaged in communal areas cannot be attributed to individuals all residents of the house or flat will be invoiced an equal share of the cost to INTO University of East Anglia LLP of the additional costs and administration save for any resident who can reasonably demonstrate that he or she was not present when the damage occurred.
- 32. Remove from the Residential Premises any furniture or fittings which are the property of INTO University of East Anglia LLP.

Safety and Fire Safety

The Licensee will:

- 33. The Licensee will comply with all such electrical apparatus safety procedures as are currently in force and which have been notified to the Licensee.
- 34. The Licensee will comply with all such fire safety procedures as are currently in force and which have been notified to the Licensee.
- 35. The licensee will evacuate the Residential Premises immediately on the sounding of the fire alarm.
- 36. The Licensee will not interfere with or suffer others to interfere with any firefighting equipment, fire safety notices or other firefighting facilities or do or suffer to be done anything to the prejudice of the validity of the fire insurance policies for the time being subsisting in relation to the Residential Premises.
- 37. The Licensee will not use or keep in the Residential Premises any device or apparatus for lighting or heating by the ignition of combustible materials including matches, lighters, wax candles, incense, fireworks and petroleum products.

Prohibited Items

The Licensee will not:

- 38. Use in the Residential Premises any electrical or cooking appliance other than those appliances for the personal use of the Licensee being Bedside Lamp, Coffee Maker*, Television, DVD player, Console, Domestic Iron, Hair dryer, Kettle, Hi-fi equipment, PC/Laptop, Printer, Slow Cooker*. Rice Cooker*. Sandwich toaster*, Grill* (*in the kitchen only), Shaver. such other appliances as may be specifically approved in writing by INTO University of East Anglia LLP and assistive technology for disabled students.
- 39. Keep domestic pets or any animals, birds, fish, insects or reptiles of any description in the Residential Premises.
- 40. Bring into or store in the Residential Premises or adjoining properties belonging to the INTO University of East Anglia LLP or in any areas other than those duly authorised by the INTO University of East Anglia LLP for such purposes, bicycles or motor vehicles of any kind including motorcycles and electric scooters, or substantial parts from them.
- 41. Bring firearms, knives, replica firearms or weapons of any kind including air guns, air pistols, paint-balling guns and BB or pellet guns into the Residential Premises.
- 42. Cover any door, ceiling, window or light fitting with any posters, material or covering of any kind or place on any wall of the study bedrooms any posters, paper, material or covering of any kind. Posters may only be placed on the pin board.
- 43. Bring or consume alcohol of any kind into the Residential Premises or adjoining properties belonging to the INTO University of East Anglia LLP.

The Licensee will:

- 44. Allow persons authorised by INTO University of East Anglia LLP to enter the Residential Premises at any reasonable time to remove or confiscate anything found referred to in paragraphs 38 – 43.

Prohibited Activities

The Licensee will not:

- 45. Transfer or part with possession of the whole or any part of the Residential Premises, including sub-letting or room sharing.
- 46. Allow visitors to enter or occupy the Residential Premises for the purpose of sleeping overnight.
- 47. Allow unauthorised visitors on the premises between 23:00 and 07:00 hours.
- 48. Use or permit to be used the study bedroom other than as a private study bedroom for occupation by the Licensee alone.
- 49. Engage in behaviour which is unlawful, or which may bring the reputation of INTO University of East Anglia LLP into disrepute.
- 50. Engage in behaviour which may become a nuisance, annoyance or offence to the running of INTO University of East Anglia LLP, other residents or to the occupiers of other premises.
- 51. Engage in behaviour which contravenes the noise curfew between 23:00 – 07:00.
- 52. Smoke or allow other to smoke anywhere in the Residential Premises. This includes all tobacco products and vapes. Smoking is only permitted in designated smoking areas outside the building.
- 53. Dry or air clothes or linen of any kind outside the Residential Premises or in communal areas within the residences.
- 54. Make, permit or suffer to be made duplicates of the access card to the Residential Premises, nor will the Licensee allow the use of the access card/s to be used by any other person.

Disciplinary

- 55. Breach of the Terms & Conditions outlined in paragraphs 22 – 54 will result in disciplinary action, subject to the severity of the breach. As INTO University of East Anglia LLP is located on the UEA campus, it may be appropriate to refer the breach through the UEA General Regulations, Non-Academic Disciplinary Process or INTO UEA Non-Academic Disciplinary Policy as appropriate.
- 56. A First Written Warning, Final Written Warning or First and Final Written Warning may be issued to students who are in breach of the Terms & Conditions outlined in paragraphs 22 - 54 before

further disciplinary action is taken.

57. In the case of a major breach when an investigation is required; or when there is a significant safeguarding concern, a resident may be temporarily re-located into alternative UEA accommodation until the investigation has been concluded or appropriate safeguarding controls put in place.

Keys

Return of key card

58. The Licensee will return to the INTO Front Desk the access card/s to the Residential Premises at the end of each Licence period.

59. Temporarily issued swipe cards must be returned by the due date and will at all times remain the property of INTO University of East Anglia LLP who may restrict their use.

Meal Plan

60. The meal plan includes: Monday to Friday - breakfast and evening meal; Weekends - brunch and evening meal.

61. At least one full term's notice in writing must be given by any student other than Newton A-Level students, wishing to cancel the meal plan. Full charges will apply during the notice period.

62. Newton A-Level students wishing to cancel the meal plan must receive authorisation from the A-Level Programme Manager. At least one full term's notice in writing must be given. Full charges will apply during the notice period.

Personal Property

63. The Licensee acknowledges the INTO University of East Anglia LLP cannot be held responsible for the Licensee's personal property including money, clothing and perishable foodstuffs. Large amounts of money should not be kept in the accommodation but should be deposited into a bank account.

64. Students leave their belongings in their room at their own risk.

Refunds

Refunds will be dealt with as follows:

65. INTO UEA will not give refunds or discharges of accommodation charges unless one or more of the following grounds (in INTO UEA LLP's reasonable discretion) applies:

- If agreed in writing with the Centre Director, based on exceptional circumstances;
- INTO UEA material misrepresentation about the accommodation

66. Where an application for refund or discharge of charges is accepted, INTO UEA will notify the student in writing of that fact and arrange for any refund to be made as soon as practicable after the student vacates.

67. Where an application for refund or discharge of charges is rejected, INTO UEA will notify the student in writing of that fact and give reasons for its decision.

68. A student whose application for refund or discharge of charges is rejected may stay in their accommodation until a replacement student, reasonably satisfactory and not already in University accommodation is found or they may vacate, but in these circumstances they will remain liable to pay the charges for the room until a new contract is granted to a suitable replacement student

INTO CODE OF CONDUCT

Context

1. INTO is committed to providing a learning and living environment in which students can thrive and participate freely. Good conduct on the part of all members of the INTO community is essential for the well-being of all concerned.

Code of Conduct for Students

2. The Code of Conduct is designed to encourage all students to meet the standards of behaviour, attendance and work performance expected by INTO UEA. Students are held responsible and accountable for their conduct. While it is not possible to set out all standards, those listed in section 3 are general standards of conduct which, if broken, are likely to result in disciplinary action being taken.

Expectations

3. Students are expected to:

- a. Treat everyone with respect and fairness regardless of differing culture, ability, race, gender, age, religion, sexual orientation or disability and make sure that their behaviour does not make any other person feel uncomfortable or intimidated.
- b. Follow the rules and regulations of INTO UEA and the University of East Anglia.
- c. Be considerate to the rights and interests of others.
- d. Check, read and act upon their University email every day.
- e. Attend all classes. If unable to attend classes for any reason, report to the Academic Support team as early as possible, no later than 7 days following the scheduled session.
- f. Be on time for class, arriving 5 minutes before the scheduled start time to ensure readiness to learn.
- g. Take personal responsibility for their own learning and make active use of the Virtual Learning Environment, University Library and Support Services.
- h. Complete all assignments on time and not plagiarise or use English language translation services or unauthorised use of AI-generated content.
- i. Seek help from their personal tutor if they need it.
- j. Act safely so that they do not put themselves or others at risk and follow any health and safety requirements.
- k. Always wear their student card whilst on campus and be prepared to show it, on request, to any member of INTO or UEA staff.
- l. Pay all fees and fines promptly.
- m. Follow the Terms and Conditions of the Licence to Occupy Residential Premises if living in the INTO UEA Centre.
- n. Attend meetings or interviews punctually if requested by a member of INTO UEA staff.
- o. Treat the property of INTO UEA, the University and others with respect.

- p. Act according to UK law.
- q. Inform INTO UEA of any changes in personal details, contact details or address.
- r. Behave in a responsible manner.

Disciplinary Action

4. Any student who fails to meet INTO UEA's expectations for behaviour and conduct, including poor attendance, is likely to face disciplinary action. Non-academic misconduct will be handled in accordance with the Non-academic Disciplinary Policy.