

THIS AGREEMENT APPLIES TO YOUR STAY DURING THE ACADEMIC YEAR 2023/24

commencing on

to the

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(1) CHICHESTER COLLEGE

AND

(2) Student

(Name).....

COLLEGE ACCOMMODATION LICENCE

relating to Woodland Halls of Residence

**Avenue de Chartres Chichester West
Sussex PO19 1RA**

Please sign and return page 10

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College Accommodation Licence (2023-2024)

Notes:

- (a) This agreement is an accommodation Licence Agreement and confirms acceptance by you on behalf of your son/daughter (the resident) of a place in Woodlands Hall of Residence. You agree to comply with legally binding obligations including to pay the relevant Accommodation Fees in full and the resident agrees to abide by the terms and conditions set out in this Licence Agreement and the Woodlands Handbook for the Period of the Licence Agreement. This Licence Agreement creates a licence to occupy and does not create a tenancy. You should therefore read the terms and conditions of this Licence Agreement carefully before accepting the offer of accommodation. Your attention is drawn in particular to the parts relating to additional charges you can be asked to pay (see clauses 2.6, 2.7, 10, 11, 14 to 19 (inclusive) below) and to the terms on which you might be required to leave the accommodation early (see clause 19 below).
- (b) By signing this document you and the resident agree to adhere to its contents and any other documents which govern the use of the Rooms and Facilities such as Halls' rules, regulations and procedures as made available to you.

Licence

The College grants to the Licensee's son/daughter (the resident) the right to occupy the Room for the Period together with a right to use the common parts with all the others so entitled to the extent that is consistent with the proper management of the Premises. This right is dependent upon the resident being a full time registered student of the College and adhering to the terms of this Agreement.

Terms and Conditions

1 DEFINITIONS AND INTERPRETATION

“**Accommodation Fees**” means the charge made for your use of a Room and associated Facilities;

“**The College**” means Chichester College;

“**Accommodation Team**” means the College staff for Woodlands Hall and the Group International Accommodation Manager;

“**Communal Areas**” means all areas which are not part of your room

“**Clear day**” means any normal working day excluding weekends and bank holidays;

“**Facilities**” means the facilities and services to be provided by the College as set out in clause 5;

“**Handbook**” means the handbook issued at the commencement of this Licence which sets out the rules, support services and policies which apply at the College;

“**Inventory**” means the list of contents in the Room and the Flat as agreed with the Licensee at the beginning of the Period;

“**Licence**” means the permission given to the Licensee to reside in one of the Rooms managed by Chichester College;

“**Licensee**” means a student who is following a full time course of study at the College. Eligible students are those who have completed the correct enrolment process and who are not in debt to the College, prior to the signing of this document;

“**Licence Agreement**” means this document and any schedules, appendices or other documents that form part of the contractual paperwork;

“**Period**” means the Period as shown on the front of this document;

“**Premises**” means the whole of the building and adjacent ground which make up the accommodation unit in which the Flat and the Room are located;

“**Referral**” means referral of any matter for determination under the procedure provided in the Positive about Behaviour Policy contained in the Handbook;

“Room” means the Room which has been allocated to the Licensee. This may be subject to change;

“Supervisor” means the Accommodation Team staff at the College for Woodlands Hall of Residence.

2 YOUR ACCOMMODATION LICENCE

2.1 Licence Periods 2023-2024 for College accommodation are as follows:

2.1.1 Period 1: 31st August 2023 to 11th August 2024

(Please note that this Licence is for a place in College accommodation at the Premises. The College reserves the right to vary the accommodation allocations as reasonably necessary for the purposes of good management of its accommodation. Where the resident is required to move it will be to another room within Premises.

2.2 A contract is formed between you and the College when you accept the offer of accommodation made by the College on behalf of your son/daughter

2.3 The total Accommodation Fee payable by your son/daughters stay in the accommodation will be advised in the offer of accommodation. Upon acceptance of the offer of accommodation, you will be sent an invoice for the first Licence Period fees.

2.4 You are required to make full payment at least 24 hours prior to the start date of the relevant Licence Period. Please note that the resident will not be admitted to the accommodation if you fail to make payment in full prior to the start date of the relevant Licence Period as directed.

2.5 If you wish to cancel the accommodation booking, you must inform the College of this in writing prior to the Licence Period start date. The contact details for the Accommodation Team can be found on the invoice supplied to you.

2.6 If you inform the Accommodation Team in writing that you wish to cancel the Licence the following charges will apply:

Cancellation Notice Received by the College	
If 10 or more working days' notice given prior to the Licence Period start date	No Charge
If less than 10 working days' notice given prior to the Licence Period start date	£100

Accordingly, please note that:

- if you fail to cancel your booking at least 1 day prior to the Licence Period start date, **you will be liable to pay for the full Licence Period (i.e. all Licence Periods)** and you will only be able to terminate the Licence by following the procedure set out in clause 18 (*Early Termination of the Licence by you*).

2.7 In all College accommodation, the following charges are included in the Accommodation Fee:

2.7.1 Insurance premium in respect of Contents Insurance (please note that the insurance will be subject to a number of exclusions and excesses - further details will be provided upon request and we recommend that you review these to determine whether you may require additional personal cover in respect of your belongings);

2.7.2 Gas and electricity charges. Please see clause 2.8 below for further details about heating;

2.7.3 A connection to the relevant broadband network for access to the internet (subject to reasonable usage);

2.7.4 Fees for use of the gym at the College.

2.8 The Accommodation Fee includes a charge for heating. In halls/residences where students are able to control the heating in their accommodation, the student is encouraged to act in an environmentally responsible way. In other halls/residences, the heating is controlled centrally and students are not able to alter the heating in their accommodation on an individual basis. In halls/residences where the heating is controlled centrally, the College will use its reasonable endeavours to ensure that a reasonable internal temperature is maintained at all times.

3 INVENTORY

- 3.1 At the start of the Licence Period an Inventory will be made by the College (or its nominees) of the fittings, furniture and other contents within the accommodation. The Inventory should be checked and signed by you on arrival and returned to the hall/residence staff within seven days from the date you received it to enable the College to note any discrepancies. You should retain a copy of the Inventory for your records.
- 3.2 You are not allowed to remove any of the furniture or fittings provided in the accommodation.

4 CLEANING

- 4.1 The resident is responsible for keeping their accommodation in a clean and tidy state.
- 4.2 The resident must maintain the cleanliness of the Room. Failure to do so may result in an outside contractor being appointed and the cost of which shall be charged to you. You will be responsible for the clearance of any infestation of bed bugs, cockroaches, silverfish, mice, rats, wasps, bees, flies, or any other pest occurring during the tenancy at the your own expense.
- 4.3 En-Suite bathrooms should be kept clean and tidy. Rubbish should be removed from the Room on a daily basis.
- 4.4 A communal kitchen area is available in Woodlands Hall of Residence. Residents must ensure the communal kitchen is cleaned after use.
- 4.5 The resident must refer to and clean as according to the full cleaning specification. A copy can be obtained from the Supervisor's office.

5 FACILITIES AND SERVICES

The College shall:

- 5.1 Provide and maintain the Facilities;
- 5.2 Provide the items listed in the Inventory;
- 5.3 Maintain and repair the Premises;
- 5.4 Clean and service the Communal Areas;
- 5.5 Provide fire-fighting equipment on the Premises;
- 5.6 Provide an adequate supply of hot water for domestic use to wash basins and showers on the Premises;
- 5.7 Provide adequate heat in the Premises during the Licence Period having regard to prevailing weather conditions;
- 5.8 Provide necessary staff for the day-to-day running of the Premises;
- 5.9 Make provision for internet connection in the Room.

6 HEALTH

- 6.1 The residents will be registered with the local GP surgery by the College.
- 6.2 Without prejudice to the generality of clause 6.1 above, in the event that the College believes that the resident has contracted an infectious disease, which it believes poses a health risk to other residents, the College may require the resident to move to alternative accommodation until they are satisfied that the risk has subsided.

7 USE OF ACCOMMODATION

- 7.1 The accommodation and facilities may only be used for the resident's personal living accommodation and not for business or any other use.
- 7.2 The resident must not take up residence before 0800 on the first day of the Licence Agreement.
- 7.3 The resident must not keep pets or other animals, other than assistance dogs, in or around the accommodation.

- 7.4 The resident agrees not to use the accommodation provided for any immoral or illegal purpose. If the resident is found to be acting in such a manner their actions will be seen as a serious disciplinary offence.
- 7.5 The resident agrees not to sublicense or share the accommodation or to allow any guests to stay in the room in their absence under any circumstances.

Please note that any breach of the requirements set out in this clause will be treated as a serious disciplinary offence which may lead to a Referral and may result in the termination of this Licence.

8 HALL/RESIDENCES RULES

- 8.1 Enforcing discipline within halls/residences is primarily the responsibility of the Accommodation Team. This will include enforcing these Terms and Conditions in addition to other rules which may apply to the resident's own particular hall/residence and which will be provided to the resident when they have been allocated to a hall/residence or notified to them from time to time. The Accommodation Team may escalate such matters as appropriate.
- 8.2 In addition to the College's other remedies for breach of this Licence, penalties, such as community service or fines, can be imposed within halls/residences for breaking any of the rules and, in more serious cases, a College Discipline Committee can be called. Particularly serious cases can result in the loss of the resident's accommodation or, in extreme cases, expulsion from College.
- 8.3 The following rules apply to all College accommodation:
- 8.3.1 The resident must observe all fire safety and evacuation procedures in operation within your hall/residence.
- 8.3.2 The resident must not compromise the safety of themselves or others. This includes but is not limited to the following:
- 8.3.2.1 never prop open fire doors, especially kitchen doors;
- 8.3.2.2 never tamper with fire safety equipment (which is a criminal offence);
- 8.3.2.3 never throw or let objects fall from the building or enter prohibited areas of the building;
- 8.3.2.4 Always ensure that the floor in the resident's accommodation is kept free from any obstruction, clutter or hazard: this is for the benefit of the resident and others who may enter their accommodation from time to time;
- 8.3.2.5 If the resident identifies any item within their hall/residence which they think is unsafe or may be a hazard, they must contact the hall/residence staff immediately (Communal Areas are the responsibility of all residents).
- 8.3.3 The resident must avoid making excessive noise (e.g. playing musical instruments, music systems or amplified instruments loudly, shouting etc.) at any time. Between 23.00 and 07.00 hours, no noise whatsoever should be audible outside their room. Excessive noise is very disruptive for neighbours both within and outside halls/residences and is regarded as a serious disciplinary matter.
- 8.3.4 The resident must respect the rights and needs of their fellow residents and the neighbours.
- 8.3.5 The resident must not use drawing pins or blu-tack or any other item which will mark the walls anywhere within the College accommodation. The resident must use the notice boards in their Room, where provided. A reasonable charge will be made if any damage is caused to the painted walls in their room.
- 8.3.6 The resident must not allow uninvited strangers to enter the hall/residence, must not allow tailgating and must not leave any external doors open.
- 8.3.7 All College accommodation is designated as no smoking. Smoking is only permitted in designated external areas.
- 8.3.8 Illegal acts in halls/residences, e.g. use and/or possession of prohibited drugs, will lead to a Referral. Residents are not permitted to bring alcoholic drinks or illegal substances on to the premises. Disciplinary action will be taken against any resident who returns to the hall of residence under the influence of alcohol or illegal substances.

- 8.3.9 Firearms and weapons (including swords, knives, blades, air guns and air pistols) are strictly forbidden in the halls.
- 8.3.10 Bicycles and motorcycles may not be stored anywhere within College accommodation, other than designated bicycle storage areas. (Note we cannot guarantee that bicycle storage areas will be provided or that there will be sufficient space in any bicycle storage area for your bicycle.) If the resident does bring a bicycle, we suggest that they lock it with an appropriate D-lock to reduce the risk of theft.
- 8.3.11 Cycling, rollerblading and ball games are not permitted in halls/residences or on any College footpaths or gardens.
- 8.3.12 The resident must ensure that they are aware of and comply with all regulations regarding the use of IT facilities in halls/residences.
- 8.3.13 The downloading or distribution of pornographic or copyright material is strictly prohibited and will result in disciplinary action. Other restrictions on the level and type of internet usage or otherwise may be imposed.
- 8.3.14 The resident must promptly give to the hall/residence reception a copy of any notice received concerning the accommodation or any neighbouring property.
- 8.3.15 The resident must comply with all rules and regulations made by or on behalf of the College or accommodation provider relating to their use of the accommodation and notified to them from time to time in writing.

9 ELECTRICITY

- 9.1 Electrical appliances must be used carefully. The use of gas and liquid fuel heaters, candles, rice cookers and cooking appliances is prohibited in study bedrooms. Such items may be used in other parts of the accommodation only where provided by the College for this purpose or where specific approval has been provided by the Residential Support/Services team. Electric fires and heaters must not be used in the accommodation unless provided by the College for such use. Refrigerators are only allowed in bedrooms in special circumstances and when permission is given or when provided by the College in designated halls/residences for such use.
- 9.2 The resident agrees:
 - 9.2.1 Not to wire more than one appliance into one electrical plug.
 - 9.2.2 Not to plug electrical appliances into light fittings.
 - 9.2.3 Not to use multiple adaptors in a single socket (as there is a danger of overloading the circuit).
 - 9.2.4 Only to plug electric shavers into the transformer sockets where fitted.
 - 9.2.5 Only to use purpose made leads with electric kettles where used in kitchens (which are short and designed to prevent scalding).
 - 9.2.6 Not to use electrical extension leads.
 - 9.2.7 Not to interfere with the electrical distribution boards in the hall/residence or attempt to replace blown fuses.
 - 9.2.8 Not to put nails into any of the walls.
 - 9.2.9 Never to remove light bulbs from their fittings (report any faults to the hall/residence staff).
 - 9.2.10 Not to make any alteration to the IT, mains or telephone wiring in the accommodation or, without the College's prior consent, to install any radio or television aerial or other wiring or make any attachment to the accommodation in connection therewith.
- 9.3 The College annually tests all its own portable equipment. Students' personal equipment is tested at the commencement of the Licence. The resident is responsible after that for checking it to ensure that it is safe to use in their hall/residence. The resident might be required to provide the hall/residences staff with full details of any equipment including manufacturer, type of equipment, loading and whether it complies with relevant standards.

- 9.4 The College reserves the right to refuse permission for the resident to use particular electrical items. This includes e-cigarettes and the use of Schuko plugs is strictly prohibited. Please refer to the Handbook for further information.
- 9.5 The College reserves the right to remove, destroy or disable any equipment which it deems unsafe. Where practicable this will be discussed with the resident before any action is taken.

10 DEFECTS AND DAMAGE

- 10.1 If the resident becomes aware of any defects in or damage to College accommodation (whether or not caused by the resident and whether or not in the resident's Room/Flat), they must report this immediately to the hall/residence reception (or as otherwise directed).
- 10.2 You accept full financial liability for any loss or damage the resident or the resident's guests may cause to property within the hall/residence or to the College accommodation including any cleaning costs.

11 KEYS AND ACCESS

- 11.1 The resident must not duplicate any keys, key cards and fobs issued to them or use the keys or fobs otherwise than in accordance with the purpose for which they were issued.
- 11.2 If the resident loses their keys, key cards or fobs, you will be charged for the cost of replacements.
- 11.3 If the resident locks themselves out of their accommodation, the College (or its nominees) will take steps to arrange to provide them with access to their accommodation
- 11.4 Keys must be returned to the hall/residence reception when vacating the property. If the resident fails to return keys at the allocated time, you will be charged the cost of obtaining replacement keys or if necessary, the cost of changing locks (including labour charges).
- 11.5 The College reserves the right to enter (or for its nominees to enter) the resident's accommodation at reasonable times and subject to reasonable notice to make periodic checks, or for any other reasonable purpose. In exceptional circumstances, where urgent entry is deemed appropriate, the College reserves the right to enter (or for its nominees to enter) the resident's accommodation at any time without notice.

12 NON-RESIDENTS AND VISITORS

- 12.1 No visitors are permitted in Woodlands Halls except parents, guardians or siblings. All visitors should always report first to the duty Supervisor when they arrive and again when they leave.
- 12.2 You and the resident accept responsibility for the actions and behaviour of the resident's guests, including any damage they cause.
- 12.3 The College reserves the right to refuse admission to any non-resident and/or to require any non-resident to leave the accommodation.

13 ROOM SWAPPING/CHANGES

- 13.1 The College has reserved the right to require the resident to change Rooms within the Premise.
- 13.2 The resident is not entitled to swap accommodation with another student.
- 13.3 If the resident wishes to move into a room that has been vacated by another student, you and the resident must follow the guidelines set out in the Handbook. Any approval will be conditional upon you and the resident agreeing to follow that policy.

14 THE ACCOMMODATION FEE

- 14.1 The Accommodation Fee is the relevant fee specified advised in the offer of accommodation and must be paid in full for the full Licence Period unless otherwise indicated in this Licence Agreement.
- 14.2 You agree to pay the applicable Accommodation Fee in advance of each Licence Period upon receipt of an invoice or at least 24 hours prior to the start date of the relevant Licence Period (whichever is earlier).

- 14.3 Invoices are issued prior to the start of each Licence Period. Students who take up residence partway through a Licence Period will be invoiced for the remainder of that Licence Period. The Period 2 invoice will include payments for the Easter vacation period.
- 14.4 Should you not pay your Accommodation Fees or other sums due under the terms of this agreement and without prejudice to clause 19 below, the College will take all necessary legal action to recover the debts and the cost of doing so may be passed on to you.
- 14.5 It is imperative that, should you anticipate having any problems with payment of Accommodation Fees or any other sums due under this agreement, you should contact the Accommodation Team as soon as possible to discuss your options.
- 14.6 If the resident is moving into College accommodation accompanied by a carer, you must ensure that the carer's accommodation is paid for; if the resident's carer's accommodation is being paid for by another person (e.g. a sponsor), you must provide proof of financial support in the form of a letter of sponsorship on headed paper. The letter should include the following information:
- 14.6.1 The carer's name along with the resident's name (i.e. the student who they will be assisting).
 - 14.6.2 The hall/residence for which they have been offered a place.
 - 14.6.3 The amount of fees which will be paid by the carer's sponsor.
 - 14.6.4 The Period that the fees will be covering.
 - 14.6.5 The address to which the relevant invoice(s) should be sent.
 - 14.6.6 Confirmation that the fees will be paid directly to the College.
- 14.7 Termination of the carer's Licence will be in conjunction with the termination of the relevant student's Licence.

15 CHARGES

- 15.1 The charges referred to in this agreement (other than the Accommodation Fee) will be fixed at amounts which the College considers reflect the cost or loss to the College. If a student considers that, in his or her particular case, a charge made to them does not reasonably reflect that cost or loss in that instance, the student may appeal that charge by referring it to the Accommodation Team and, if still unresolved, to the International Student Services Manager.

16 CHARGES PAYABLE TO PUBLIC AUTHORITIES

You agree to pay directly to the relevant public authorities any additional charges for which you may be liable (e.g. TV Licence, council tax etc.). In the event that the College becomes liable for any such charges as a result of your accommodation under this Licence, the College is entitled to recover these charges from you.

17 END OF LICENCE PERIOD

- 17.1 At the end of the Licence Period the resident should clean and clear their room or flat of all belongings by 12.00pm and return their keys to the Accommodation Team or Hall/residence staff. The resident must make sure that the doors are locked and the windows in their room are firmly closed when they leave. In the event that doors or windows are left open, you will be charged for any damage caused. Professional cleaners will be engaged where cleaning does not meet the standards required by the College and you will be charged for the costs of engaging such professional cleaners.
- 17.2 The resident must remove all personal possessions from the room and flat once the Licence has ended. If any personal possessions are left at the Premises after the Licence has ended, you will be responsible for meeting all reasonable removal and storage charges. The College will remove and store the possessions for a maximum of 2 weeks. If the items are not collected within 2 weeks, the College may dispose of the items and donate them to charity. The cost of removal, storage and disposal will be invoiced to you in the event that any personal possessions remain on the Premises following expiry of the Licence.
- 17.3 Any provision of this Licence Agreement that expressly or by implication is intended to come into or continue in force on or after the end of the Licence Period shall remain in full force and effect.

18 EARLY TERMINATION OF THE LICENCE BY YOU

- 18.1 The College may, at its discretion, release you from the Licence where the resident is subject to exceptional circumstances. Exceptional circumstances can include serious illness, major personal problems, and limited academic reasons such as the ending of a course.
- 18.2 If you decide to terminate the Licence and you are not entitled to do so under any of the provisions set out in clauses 2.5 and 18.1 then the College will take reasonable steps to mitigate the loss caused by the termination, for example, by trying to re-license the accommodation. Any replacement student must be eligible for College accommodation and must be approved by the Group International Accommodation Manager. In considering whether to give its approval, the Group International Accommodation Manager will act reasonably and will take into account all the circumstances including whether the replacement student already has College accommodation and his or her financial ability to take a Licence of the accommodation. In the event that the accommodation is re-let, you will receive an appropriate reimbursement in respect of Accommodation Fees you have paid, subject to a deduction in respect of any other sums due to the College.
- 18.3 If you wish to terminate the Licence after the moving in date, under the provisions set out in clause 18.1 or otherwise, then you must do the following:
- 18.3.1 Write to the Group International Accommodation Manager informing them of your son/daughter leaving the College/Halls
- 18.3.2 the resident must vacate the Room or Flat and return the key to the Supervisor by 12.00pm on the date stated on the front of this Licence. You should note that until the accommodation has been re-licensed under clause 18.2, (without prejudice to any reimbursement rights you may have as provided for in clause 18.2) you will be liable for the Accommodation Fee for the remainder of the Licence Periods in that academic year.
- 18.4 It is important to remember that if you terminate the Licence in line with the process set out in clause 18.3 above:
- 18.4.1 The student will not be permitted to remain in the accommodation after the departure date specified the notice given by you.
- 18.4.2 It is unlikely that the student will be permitted to have College accommodation in the future.

19 EARLY TERMINATION OF THE LICENCE BY THE COLLEGE

- 19.1 The College is entitled to terminate this Licence on written notice if:
- 19.1.1 you or the resident commit a serious breach of these Terms and Conditions or any other rules of the hall/residence and (in the case of a material breach which is capable of remedy) having received notice from the College requiring you or the resident to remedy the breach within a reasonable period, fail to remedy that breach within the timeframe specified. The College will usually give at least 2 weeks' notice to remedy the breach but the length of the notice will depend on the seriousness and nature of the breach and, in some cases, may need to be complied with immediately;
- 19.1.2 you or the resident are repeatedly or persistently in breach of such Terms and Conditions or rules, and having received notice from the College that it will terminate the Licence upon further breach, you or the resident further breach the Terms and Conditions or rules;
- 19.1.3 the Senior Management Team are of the opinion that the resident should be removed from the Premises on environmental or health grounds, including being fit to study and the decision is in the best interests of the resident or of the other students at the Premises;
- 19.1.4 any payment due under this agreement is at least 30 days' late and you have then failed to make the payment having been given 14 days' notice by the College;
- 19.1.5 the resident ceases to be a full-time registered student of the College.
- 19.2 If the College intends to terminate the Licence, the College will serve you with a written notice in accordance with the Protection from Eviction Act 1977 (where applicable). If you fail to vacate the accommodation and/or pay any outstanding arrears, the College may take court proceedings to recover both the accommodation and the outstanding sums and the court may make an order that you pay the College's costs of those proceedings.
- 19.3 If this agreement is terminated by the College in accordance with this clause and possession is obtained, the College will take reasonable steps to re-Licence the accommodation where it is reasonable for it to do so. Any

replacement student must be eligible for College accommodation and must be approved by the Group International Accommodation Manager. In considering whether to give its approval, the Group International Accommodation Manager will act reasonably and will take into account all the circumstances including whether the replacement student already has College accommodation and his or her financial ability to take a Licence of your Room/Flat. In the event that the room/flat is relicensed, you will receive an appropriate reimbursement in respect of Accommodation Fees you have paid, subject to a deduction in respect of any other sums due to the College.

- 19.4 If there is any conflict or contradiction between the provisions of this Licence and those in the Hall/Residence Rules, Local Rules and or disciplinary procedures at the College, then the terms of this Licence will prevail and the decision of the College in this regard is final.

20 ACCOMMODATION FEE REFUNDS

If you think you are entitled under this agreement to a refund of your Accommodation Fee enquiries should be directed to the Accommodation Team.

21 OTHER LETTING CONDITIONS

- 21.1 The College does not accept liability for any loss, damage or expense incurred by you due to circumstances outside its control (including loss of or damage to the resident's personal belongings). The College is not liable for any consequential loss whatsoever.
- 21.2 The College's liability (other than for death or personal injury due to its negligence) shall, in all circumstances, be limited to the total Accommodation Fee payable under this Licence.

22 COMPLAINTS AND NOTICES

Complaints arising under this Agreement should be made in the first instance to the Supervisor and the Accommodation Team. In the unlikely event that a resolution cannot be found or if you are not satisfied with the decision made, please direct your complaint to:

Group International Accommodation Manager
International & Accommodation office
Chichester College
Westgate Fields
Chichester
West Sussex
PO19 1SB

23 VALIDITY AND JURISDICTION

- 23.1 This document forms the entire Agreement and is governed by the laws of England.
- 23.2 If a court finds a term to be invalid, this will not invalidate the remainder of the Agreement. It is the intention of the parties to continue to operate the contract as far as practicable

SIGNED on behalf of the College

.....
Authorised Signatory

SIGNED by the Licensee
(if under 18 signed by parent/guardian)

.....
Name of Licensee (or parent or guardian)