Edge Hill University

# Your room offer

**Licence agreement for halls of residence (September 2026)**

Dear [[Profile..First_Name]],

Re: Edge Hill University - Hall Allocation

[[Assignment.LayoutRepeat.Start]]
**Room:** [[Assignment.List.RoomManagementBuilding]] [[Assignment.List.RoomManagementBedSpace]]
**Halls community:** [[Assignment.List.RoomManagementCommunity]]
**Price:** [[Assignment.List.RoomManagementRateAmount]]
**Total cost:** [[Assignment.Sum.RoomManagementBillAmount]]
**Start date:** [[Assignment.List.RoomManagementMoveIn]]
**End date:** [[Assignment.List.RoomManagementMoveOut]]
[[Assignment.LayoutRepeat.End]]

This is a fixed term contract and in signing it you are responsible for the payment of the hall fees until the end of the fixed term period. Your accommodation bill will be fixed term as indicated on your licence agreement.

**Please note that if you do not sign your licence agreement within the deadline of 1 hour from this offer being made, your room offer may be withdrawn.**

**You will either to need to pay your accommodation fees in full or setup a recurring card payment to pay your accommodation fees. We will email you with this information in due course.**

The licence agreement is a legal document, which lays down basic conditions and regulations of accommodation and creates legally binding obligations between the University and the Student. It is important that you read and understand the document. If there are any points which you do not understand, or if you would like clarification of any of the clauses, please contact the Accommodation Team for further information.

Yours Sincerely



Bryan Tyrer
Accommodation Manager

**Licence Agreement**
**Halls of residence (September 2026)**

**Fixed Term Licence Agreement**
This Agreement creates legally binding obligations between you, the Student, and Edge Hill University. The Student and the University are the parties to this Agreement.

Please read the Agreement carefully and make sure you understand, and agree to its terms, before you sign.

This is Edge Hill University's standard document and changes to the terms and conditions will not be accepted.

This Agreement is governed by English law, which international students may find different to the law that applies in their own country. Please take advice before signing.

This Agreement comes into effect when it has been signed by the Student and signed and dated by the University.

**Definitions**

| | |
|---|---|
| **Accommodation** | means a single study bedroom in the Residence indicated on the front cover of this Agreement and allocated to the Student by the University |
| **Accommodation Contents** | means the fixtures, fittings and equipment in the Accommodation which are listed on the following University website; https://www.edgehill.ac.uk/study/accommodation/compare-halls-of-residence/ |
| **Agreement** | means this Licence Agreement |
| **Common Parts** | means any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the University's property which are necessary for the purpose of gaining access to the Accommodation including halls, corridors, staircases, lifts, and landings within the Residence |
| **Contents** | means the Accommodation Contents and Residence Contents |
| **Licence** | means the legal way of allowing the Student to occupy the Accommodation |
| **Overnight Guest Policy** | for further information, please click on the following link Overnight Guest Notification Form - Edge Hill University |
| **Parties** | the Parties to this Agreement are Edge Hill University and the Student named in this Agreement |
| **Payment Dates** | unless specified otherwise:<br><br>Residence Fee payments are to be made in the following schedule by setting up a recurring card payment to be scheduled on the following dates:<br>To be paid upfront or by three instalments on:<br>Wednesday 07 October 2026<br>Wednesday 13 January 2027<br>Wednesday 14 April 2027 |
| **Period of Residence** | means the period of time you are allowed to occupy the Accommodation, starting on [[Assignment.LayoutRepeat.Start]] [[Assignment.List.RoomManagementMoveIn]] and ending at |

| | |
|---|---|
| | 10:00am on [[Assignment.List.RoomManagementMoveOut]] or such earlier date on which this Agreement is terminated in accordance with its terms [[Assignment.LayoutRepeat.End]] |
| **Residence** | is the Hall of Residence as indicated on the front cover of the Agreement |
| **Residence Contents** | means the fixtures, fittings and equipment in the Residence; https://www.edgehill.ac.uk/study/accommodation/compare-halls-of-residence/ |
| **Residence Fee** | the amount of payment for occupying the Accommodation and Residence, and which is indicated on the front cover of this Agreement payable in advance, either in full or by instalments, on or before the Payment Dates |
| **Rights** | means the right to:<br>• occupy the Accommodation<br>• use the Contents<br>• use the Common Parts; and use the Services |
| **Services** | means:<br>• repair of the Residence<br>• lighting and heating the Residence<br>• providing hot and cold running water to the Residence<br>• providing an electricity supply to the Residence<br>• disposal of rubbish deposited in proper receptacles |
| **Student** | means the person indicated on the front cover of this Agreement |
| **University** | means Edge Hill University |

**Agreement**
This Agreement is a licence agreement. It is not intended to create a relationship of Landlord and Tenant between the Parties and does not give you exclusive possession of the Accommodation. The Student is not entitled to any Assured, Assured Shorthold, or any other tenancy nor to any statutory security of tenure upon termination of the licence agreement. The University grants the Rights to the Student for the Period of Residence in accordance with the conditions set out in this licence agreement. This Agreement does not give you a right to occupy any specific Accommodation and the University may allocate comparable alternative Accommodation on reasonable prior written notice at any time.

**1. Student's Obligations**

The Student agrees:

1.1 to sign this agreement and pay the £150 Advanced Residence Fee within 1 hour of receiving their room booking unless the University specifies otherwise in writing.

1.2 to pay the halls fees following the below schedule, by setting up a recurring card payment:

To be paid upfront or by three instalments on:

Wednesday 07 October 2026
Wednesday 13 January 2027
Wednesday 14 April 2027

1.3 failure to comply with 1.1 and 1.2 are serious breaches of this Agreement and will result in termination of this Agreement in accordance with paragraph 4.2;

1.4 to check the Accommodation and report any discrepancy, using the online Invida Resolve system within seven days of the start of the Period of Residence; https://www.edgehill.ac.uk/service/invida-resolve/

1.5 that the University is not liable for any discrepancies in Accommodation Contents notified after

seven days of the start of the Period of Residence; https://www.edgehill.ac.uk/service/invida-resolve/

1.6 to keep the Accommodation, the Accommodation Contents and, (jointly with other students) the Residence Contents and the Common Parts, in a clean and tidy condition and not to damage them and to leave them clear and free from rubbish;

1.7 not to interfere with the University's management of the Residence and in particular the University reserves the right to enter the Accommodation:

i. at reasonable times after normally giving 24 hours' notice, for the purpose of viewing, inspection, cleaning, maintenance, repair or otherwise in performance of its duties or obligations;
ii. without notice in an emergency or in order to carry out any repairs which are in response to a notice reported by the Student;

1.8 that an "emergency" includes but is not limited to:

i. suspected illness of the occupant;
ii. situations where the University has reasonable grounds to suspect there has been a serious breach of the Student's obligations under this Agreement;
iii. circumstances where the University believes that the safety or wellbeing of the Student or other residents may be at risk;
iv. a need for urgent maintenance or repair works;

1.9 to leave the Accommodation for a reasonable period to allow University Accommodation, Facilities Management or Campus Support staff to enter the Accommodation for any purposes permitted or required pursuant to this Agreement;

1.10 to comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the University or on the owners or occupiers of nearby property;

1.11 to comply with the requirements of the non-academic misconduct and all other University regulations, policies, procedures, guidance and codes of practice as may be in force during the Period of Residence. Documents are available via

https://www.edgehill.ac.uk/documents/collection/student-terms-and-conditions/

1.12 to report to Facilities Management; https://www.edgehill.ac.uk/service/invida-resolve/ as directed in the FM Living on Campus webpages, any damage or want of repair at the Accommodation or Residence or any failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it; Living in halls | Accommodation | Edge Hill University

1.13 to pay for damage or loss in accordance with the 'Tariff of Student Damage Charges' as displayed in the FM Living in halls webpages, Damage Charges; https://www.edgehill.ac.uk/departments/support/fm/additional-services/damage-deposit/ Replacement key charges; https://www.edgehill.ac.uk/departments/support/fm/keys/

1.14 to pay a fair and reasonable proportion of the cost of repairing damage or reinstating loss occurring at the Accommodation or Residence where it is not possible for the University to ascertain who is at fault; https://www.edgehill.ac.uk/departments/support/fm/additional-services/damage-deposit/

1.15 that the Student is not required to contribute to loss or damage which, in the University's reasonable opinion, has been caused by an intruder, provided that the Student has complied with his/her obligations in this Agreement relating to University security;

1.16 to send promptly to the University a copy of any communication the Student receives which is likely to affect the Accommodation or Residence;

1.17 to refrain from altering, adding to or doing anything which may cause damage to the electrical installation or equipment in the Residence or which may be a fire risk or in any other way put the health and safety or security of others or the University's or other people's property at risk; https://www.edgehill.ac.uk/departments/support/fm/additional-services/damage-deposit/

1.18 to refrain from smoking, including e-cigarettes, anywhere within the accommodation, and to prohibit a visitor from smoking inside or within 5 meters of the entrance of the Accommodation

or Residence;

1.19 not to bring firearms or any other offensive weapon into the Accommodation or Residence;

1.20 the presence, possession, ownership or keeping of the following items is strictly prohibited in all University owned or let premises, grounds, car parks, University Campus or any other building owned or occupied by the University:

i. firearms or shot guns, including air pistols, air rifles and spring loaded guns;
ii. this prohibition also applies to any firearms owned or possessed by virtue of a firearm or shot gun certificate and any lock fast gun cabinet;
iii. laser pointers, pyrotechnics, fireworks, flares or any other weapon including catapults, knives and replica weapons, archery equipment, fencing foils or other swords;
iv. any offensive weapon, or part or parts of any weapon, firearm or air gun, or any bullet, pellet or other projectile which can be discharged from any of the aforementioned weapons;
v. hoverboards or Segways and Electric Scooters;
vi. drones or any unmanned aerial vehicle.
vii. E-Bikes
viii. Darts & Dart Boards

1.21 not to do the following:

i. interfere with the electrical installations in the Residence or use any equipment which is likely to overload the electrical circuits;
ii. not to put anything harmful, or which is likely to cause blockage, in any pipes or drains;
iii. prepare and cook food other than in the kitchen;
iv. use a deep-fat fryer, including using a saucepan or chip-pan in a similar manner, anywhere in the Residence;
v. smoke on any University property save as permitted by any smoking policy in force (from time to time);
vi. allow naked flames (including candles, burners or incense sticks), fireworks or sparklers (including indoor sparklers) anywhere in the Residence;
vii. barbecue except at organised and approved events (approval for such events must be sought from the Director of Facilities Management);
viii. climb on to the roof of the Residence or any other University building (these are highly susceptible to damage and involve costly repair procedures);
ix. use the Accommodation or Residence for any illegal purpose;
x. generate levels of noise whether in the Accommodation, Communal Areas or in the grounds around the Residence of a level that may disturb other residents; and in particular you must not generate any noise that may be heard in any other residents' rooms between 11:00pm and 08:00am;
xi. be violent or abusive or act in an intimidating manner, or threaten to do so, nor harass or threaten harassment on the grounds of race, colour, religion, sex, sexual orientation or disability;
xii. store rubbish other than in proper receptacles that are emptied regularly;

1.22 not to bring any motor car or motor cycle onto the campus with the exception of arrival and departures days. (Any student with a disability and / or placement requirement who wishes to bring a car should apply in the first instance to https://www.edgehill.ac.uk/service/parking-permit/ ). For further information please see the University's Parking Policy https://www.edgehill.ac.uk/document/car-parking-policy/ ;

1.23 not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of the Accommodation, the Common Parts, the Residence or the Contents;

1.24 (save as permitted by clause 1.25 below) not to bring additional furniture, including items such as fridges, microwaves and cookers, into the Residence. Kettles, toasters and air friers are permitted but must only be used in designated kitchens and subject to the University's guidance set out in the FM Living in hall

webpages; https://www.edgehill.ac.uk/study/accommodation/living-in-halls/

1.25 that where the Student needs to keep medication refrigerated, they must apply, in writing, to the Accommodation Manager for written permission to keep a fridge in their Accommodation;

1.26 to use the Accommodation for the sole purpose as a study bedroom;

1.27 not to share the Accommodation or sub-let it or transfer occupancy to any person; or give your keys and / or ID card to any other person

1.28 Not to do anything that interferes with or bypasses Lenel security system, except in a genuine emergency such as fire. Examples include but not limited to: pressing break glass panel or using a device other than a university ID card for access.

1.29 not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others, either inside the Residence or outside the Residence; this includes attempts to access the residence if you have lost or mislaid your keys/University ID card.

1.30 not to add to or change the telephone services or the information technology services installation or supply to the Accommodation;

1.31 not to bring into the Residence any animal unless it is an aid for a person with a disability;

1.32 to notify the University if the Student needs an assistance animal at the Residence so that the University can make any adjustments needed to accommodate it;

1.33 to take proper care and control of assistance animals and to be responsible for any damage or nuisance which an assistance animal causes;

1.34 not to cause any obstruction of the Common Parts;

1.35 that where the Student becomes aware of damage to the Residence, caused by an intruder, the Student will report it to the University as soon as is reasonably practicable and in any event within 48 hours of becoming aware of the damage; https://www.edgehill.ac.uk/service/invida-resolve/

1.36 to pay council tax for the Accommodation if at any time the Student is not exempt and to reimburse the University for any council tax it has to pay for the Residence as a result of the Student failing to maintain his/her exemption;

1.37 not to try to access or use Common Parts of the campus and facilities when they could reasonably be considered closed;

1.38 to comply with the University's Overnight Policy in relation to visitors staying overnight in the Accommodation; Overnight Guest Notification Form - Edge Hill University

1.39 to notify the University immediately of any pending or actual criminal proceedings faced by the Student.

1.40 to refrain from registering any business using their Halls of Residence term-time address.

## 2. University's Obligations

The University agrees:

2.1 to provide the Services;

2.2 not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary, particularly during examination periods;

2.3 not to disclose personal information obtained from the Student except as permitted by this Agreement or where there is serious risk of harm to the Student, to others or to the University's or another person's property;

2.4 to comply with the provisions of the UUK Accommodation Code of Practice; https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice

2.5 to give a receipt for any of the Student's property which is confiscated under the terms of this Agreement;

2.6 to ensure its staff are clearly identified, and that any staff or contractors requiring access to the Accommodation carry, and allow the Student to inspect, appropriate identification documents;

2.7 (subject to clause 3.7) to maintain any kitchen facilities in the Common Parts in good order and repair, and keep any equipment there in proper working order;

2.8 to ensure clear and appropriate instructions for use are given for any equipment which the

Student needs to operate in the Residence; Equipment manuals - Edge Hill University;

2.9 to display the 'Tariff of Student Damage Charges' online:

Damage charges - Edge Hill University

The University shall not be held liable for the interruption or withdrawal of any of the above services or facilities. In case of interruption, the University agrees to use its reasonable endeavours to reinstate the service or facility as soon as is reasonably possible and minimise any disruption caused to Students;

2.10 The University shall not be held liable for the interruption or withdrawal of any of the above services or facilities. In case of interruption, the University agrees to use its reasonable endeavours to reinstate the service or facility as soon as is reasonably possible and minimise any disruption caused to Students.

**3. Other conditions**

3.1 The Student is responsible for the conduct of any invited visitor(s); to comply with the University's Overnight Policy in relation to visitors staying overnight in the Accommodation; Overnight Guest Notification Form - Edge Hill University

3.2 The Student authorises the University to use their personal data for all lawful purposes in connection with this Agreement including, but not limited to:

i. debt recovery;
ii. crime prevention;
iii. allocating rooms;
iv. where there is a serious risk of harm to the Student, to others or to the University's or others' property; and
v. all matters arising from the Student's membership of the University;

3.3 The Student agrees that any information in connection with their wellbeing or incidents or breaches of the Non Academic Misconduct Procedure; https://www.edgehill.ac.uk/document/student-disciplinary-regulations/ and that staff members may then contact the Student in connection with such matters;

3.4 The University's liability for loss or damage to a person or property is excluded unless the loss or damage is caused by the University's negligence or breach of its obligations in this Agreement;

3.5 Personal belongings left at the Residence are left at the Student's own risk;

3.6 The University is not liable to repair any damage to University property caused by the Student unless the cost is met by the Student. This clause does not apply where the University has an overriding statutory obligation to effect repairs to make the Residence safe;

3.7 The University may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the Students using them;

3.8 The University is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction, a fire risk or a risk to health and safety. The University will, if requested, return the article to the Student on the termination of this Licence Agreement;

3.9 The University is entitled to remove any item left in the Residence by the Student at the end of the Period of Residence and the Student will be charged for the removal. The University is not obliged to return the item to the Student and may dispose of such items at the cost of the Student if not collected by the Student within 7 days of the expiry of the Period of Residence;

3.10 This Agreement is not intended to operate as a tenancy but as a licence. In the event that this Agreement is determined to be a tenancy it shall be a student tenancy under paragraph 8 of Schedule 1 to the Housing Act 1988;

3.11 Notices under this Agreement must be in writing and the University's address for service is given on the first page of this Agreement. Written notice can be served by email or post;

3.12 This Agreement is not intended to confer any benefit to anyone who is not a party to it;

3.13 This Agreement contains all the terms agreed between the University and the Student at the time the Agreement comes into effect and any variation to the terms will only be effective if

agreed in writing between the Student and the Accommodation Manager;

3.14 The University continually strives to enhance the services and facilities available to students and in doing so there may be some building work in the vicinity of Halls of Residence. The University will ensure that any disruption to students is kept to a minimum having regard to the nature of the works undertaken whilst this building work is completed.

**4. Termination of this Licence Agreement**

4.1 Only the University can automatically terminate this Agreement if the student has not taken up residence within 4 days of the start of the Period of Residence and the Student will be liable for the Residence Fee up to and including that date. Unless the Student has made arrangements with the University for late arrival.

4.2 The University may terminate this Agreement at any time by giving not less than 28 days' notice, in writing, to that effect to the Student if:

i. the Student is in serious or persistent breach of any of the Student's obligations; or
ii. the Student does not have status as a registered Student of the University which includes a Student taking an interruption of studies; or
iii. in the reasonable opinion of the University the health or behaviour of the Student constitutes a serious risk to the Student or others or the University's or other people's property; or
iv. the Accommodation, or access to it, is damaged to the extent that it is not fit for habitation; or
v. action is taken in relation to the matters referred to in clause 7.7 of this Agreement;

4.3 The Student may only terminate this Agreement in accordance with this clause, and will remain liable for the Residence Fee until 4.3i, 4.3ii, 4.3iii below have been met:

i. the Student has given not less than 28 days' written notice to the University's Accommodation Manager that they wish to leave. Written notice can be served by via the online Accommodation portal; and
ii. the Student makes payment to the University in respect of any breach of the Student's obligations in this Agreement or (at the University's discretion) the Student otherwise remedies any breach of their obligations in this Agreement to the reasonable satisfaction of the University; and
iii. a replacement student, acceptable to the University, enters into an agreement with the University and provided the replacement student is not already a party to an Agreement with the University.

4.4 In relation to 4.3 above, the University may assist the Student in finding a replacement but does not guarantee it will be able to find one;

4.5 Clause 4.3 (iii) above does not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the University's obligations in this Agreement;

4.6 For the avoidance of doubt, the University will make vacated rooms available to other students for room exchanges, but room exchanges will not be treated as replacements and refunds of any Residence Fee will only be given where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the University;

4.7 If this Agreement is terminated early by either the University, or the Student, the University will refund a fair proportion of any pre-paid Residence Fee after making any proper deductions to cover its losses. Payment will be made as soon as possible after the termination becomes effective but any pre-paid Residence Fee will only be refunded for the period where the void in the Residence, caused by the Student's early departure, has been filled and there is no loss to the University;

4.8 Students who vacate their room earlier than the end of the Period of Residence on the Agreement because examinations have finished, formal teaching has ended or for other reasons, will not be released from their obligations under this Agreement until the end of the Period of Residence and will not qualify for a refund of any Residence Fee;

4.9 Students who vacate their rooms early as described in clause 4.8, must complete the checkout

process when they hand their keys in to our Campus Support Team at the S.C.I.C building. As Students may return to their room any time until the end of their Agreement, the Student remains responsible for the condition of their room, which must be kept locked at all times, until the end of the Period of Residence;

4.10 If, after the end of this Agreement and after room inspection, damage is discovered or additional cleaning is required, the Student will be charged for the cost of repairing the damage or carrying out the additional cleaning; https://www.edgehill.ac.uk/departments/support/fm/additional-services/damage-deposit/ https://www.edgehill.ac.uk/departments/support/fm/keys/

4.11 If a Student formally withdraws from study, his/her liability for the Residence Fee continues for a period of 28 days from the date of receipt of formal notification of withdrawal by the Accommodation Team. Formal notification of withdrawal should be submitted via the online Accommodation Portal; https://www.edgehill.ac.uk/service/campus-accommodation/. If the room is let to an eligible and acceptable Student of the University, who is not already a party to an Agreement, the liability for the remaining Residence Fee will cease the day the room is re-let. Arrangements need to be made to clear any outstanding Residence Fee. Where the Residence Fee is paid in advance, a proportion of the Residence Fee will be returned, based on the Period of Residence remaining after the date of termination;

4.12 If the University accepts receipt of Accommodation keys while there is an unexpired Period of Residence, it does not mean the Agreement is terminated.

**5 Relocation**

5.1 Where the University relocates the Student because the Student is in breach of one or more of their obligations under this Agreement, or where the relocation is made at the Student's request, the Student must pay the University a transfer fee of £50.00 to cover administration and cleaning costs. If two students directly swap rooms both students will be charged a £25.00 transfer fee.

**6. Loss, damage or breakage**

6.1 For loss, damage or breakage (whether deliberate or not) caused or attributed to the Student, the University will send to the Student an invoice for the relevant charges; https://www.edgehill.ac.uk/departments/support/fm/additional-services/damage-deposit/ https://www.edgehill.ac.uk/departments/support/fm/keys/. The invoice will be payable within 14 days. Where the loss, damage or breakage in or around the Residence cannot be attributed to an individual it will be charged equally among the occupants of the Residence;

**7. Key information, cancellation rights and additional charges**

7.1 The name of the supplier of the Accommodation is Edge Hill University and its contact details are:
Accommodation Team,
Facilities Management,
Edge Hill University,
St Helens Road,
Ormskirk,
Lancashire,
L39 4QP.
Tel: 01695 657 555
E-mail: accommodation@edgehill.ac.uk

7.2 The Services which the University is supplying to the Student are a furnished study bedroom with lighting, heating and water supply. The duration of this Agreement is for the Period of Residence unless it is terminated earlier in accordance with clauses 4,1, 4.2 or 4.3;

7.3 The price of the Accommodation for the current year is the Residence Fee and it includes all

charges for gas, electricity, water and property taxes;

7.4 The arrangements for payment are as set out in this Agreement;

7.5 The Student has the right to cancel this Agreement by sending written notice to the University by email or via the University's accommodation portal. The written notice must reach the University not later than 14 days after the date on which the Student has signed this Agreement via the University's online Accommodation portal for cancellation to be effective;

7.6 The Student may not cancel this Agreement pursuant to clause 7.5 after they have collected their keys and moved into the Accommodation;

7.7 The University takes breaches of the Non Academic Misconduct Procedure very seriously. Any breaches or allegations will be investigated and action may be taken under the Student Disciplinary Regulations (https://www.edgehill.ac.uk/document/student-disciplinary-regulations/). These actions can include termination of this Agreement by the University. If there are any changes to the Student's circumstances, the Student must notify the Accommodation team and temporary measures may be imposed.

I have read this Agreement and I fully accept and agree to abide by the terms and conditions contained within it.

In signing this Agreement, I understand I am financially liable for the payment of the Residence Fee for the whole of the Period of Residence.