

REUBEN COLLEGE OXFORD

-and-

THE STUDENT

**LICENCE TO OCCUPY**

relating to  
student accommodation at Reuben College Oxford

Blake Morgan LLP  
Seacourt Tower  
West Way  
Oxford OX2 0FB

**THIS LICENCE AGREEMENT** is dated the date on which the Accommodation Acceptance Form is signed

## **PARTIES**

- (1) "Reuben " THE PRESIDENT AND FELLOWS OF REUBEN COLLEGE IN THE UNIVERSITY OF OXFORD of 1-2 Parks Rd, Oxford OX1 3QP
- (2) "the Student" A student member of Reuben whose name and (if any) address is stated in the Accommodation Acceptance Form

## **AGREED TERMS**

### **1. Definitions and Interpretation**

The following definitions and rules of interpretation apply in this Licence.

- 1.1 "Accommodation" means a study bedroom or a flat within the College specified in the Accommodation Acceptance Form allocated to the Student on or before the date of this Licence and in respect of which the Student has been issued a key and/or a pass
- 1.2 "Accommodation Acceptance Form" means the form specifying the name of the Student, the Accommodation the Rate and the Deposit signed by the Student on or before the commencement of the Licence Period to signify the Student's acceptance of the terms and conditions of this Licence Agreement
- 1.3 "Bank" Reuben's bank whose details are given in the Accommodation Acceptance Form
- 1.4 "Building" the building at the College within which the Accommodation is situated

- 1.5 "Charge" the amount payable by the Student to Reuben for the Accommodation at the Rate or such other amount as Reuben in its absolute discretion may from time to time determine in respect of Vacation residence
- 1.6 "College" means the buildings and grounds comprising Reuben College 1-2 Parks Road, Oxford, OX1 3QP, Farndon Court, 133 Woodstock Road Oxford OX2 6HW and 3-6 Winchester Road Oxford OX2 6NA
- 1.7 "Common Facilities" means (if any) the kitchens bathrooms and WCs within the Building intended for the shared use of the Student and other occupiers of the Building
- 1.8 "Common Parts" means such paths, entrance halls, corridors, lifts, staircases, landing and other means of access in or upon the Building the use of which is necessary for obtaining access to and egress from the Accommodation as designated from time to time by Reuben .
- 1.9 "Competent Authority" any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.
- 1.10 "Contents" means the fixtures fittings and equipment in the Accommodation as listed in the inventory supplied by Reuben on or before the commencement of the Licence Period
- 1.11 "Deposit" means the sum specified as the deposit in the Accommodation Acceptance Form which is subject to the provisions of Clause 7

- 1.12 "Dwelling" means a family or couple accommodation in 6 Winchester Road, OX2 6NA
- 1.13 "Handbook" means the student and accommodation handbooks containing information and regulations for student members of the College from time to time in force provided for or made available to the Student on or before the commencement of this Licence on the College's website/intranet or otherwise
- 1.14 "Licence Period " Subject to Clauses 2.3 and 2.4 means the period specified in the Accommodation Acceptance Form or if sooner until the date on which this Licence is determined in accordance with Clause 5
- 1.15 "Necessary Consents" all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.
- 1.16 "Partner" means a person from time to time who is not a member of Reuben invited by the Student to occupy the Accommodation (Dwelling) and nominated by the Student in writing to Reuben as his/her partner
- 1.17 "Permitted Use" means residential use for occupation by the Student whilst undertaking a full-time course of study at Reuben
- 1.18 "Rate" and "Daily Rate" means the rates applicable to the Accommodation specified in the Accommodation Acceptance Form

- 1.19 "Services" the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities
- 1.20 "Service Media" means all media for the Services and all structures, machinery and equipment ancillary to those media.
- 1.21 "Vacation" means any period which is not a Licence Period
- 1.22 Clause headings shall not affect the interpretation of this Licence.
- 1.23 In case of any inconsistency or conflict between the terms and conditions of this Licence Agreement and the Accommodation Acceptance Form, the Accommodation Acceptance Form shall prevail
- 1.24 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.25 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.26 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.27 A reference to writing or written includes email but excludes fax.
- 1.28 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.29 References to clauses are to the clauses of this Licence.

1.30 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.31 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

## **2. Licence to Occupy**

2.1 In consideration of the Charge and subject to Clause 3, Reuben permits the Student to occupy the Accommodation for the Permitted Use for the Licence Period in common with Reuben and all others authorised by Reuben (so far as is not inconsistent with the rights given to the Student to use the Accommodation for the Permitted Use) together with the right for the Student to use:

2.1.1 such parts of the Common Parts for the purpose of access to and egress from the Accommodation as shall from time to time be designated by Reuben for such purpose.

2.1.2 the Common Facilities (if applicable to the Accommodation)

2.1.3 the Service Media serving the Accommodation.

2.2 The Student acknowledges that:

2.2.1 the Student shall occupy the Accommodation as a licensee and that no relationship of landlord and tenant is created between Reuben and the Student by this Licence;

2.2.2 Reuben retains control, possession and management of the Accommodation and the Student has no right to exclude Reuben from the Accommodation;

2.2.3 the licence to occupy granted by this agreement is personal to the Student and is not assignable;

2.2.4 (in the case of a Dwelling) the Accommodation may be shared only with

(a) a Partner; or

(b) another student member of Reuben who has entered into an agreement with Reuben on the same terms as this Licence

2.2.5 without prejudice to its rights under Clause 5, Reuben shall be entitled at any time on giving not less than 3 days' notice to require the Student to transfer to alternative accommodation elsewhere within the College and the Student shall comply with such

requirement whereupon this Licence shall apply to the new accommodation once all necessary consequential changes have been made

- 2.3 If the Student requests in writing and the College's consents in writing the Student shall be entitled to early occupation of the Accommodation for up to 7 days prior to commencement of the Licence Period subject to complying with the terms of this Agreement and subject to the payment of the Charge at the Daily Rate
- 2.4 If the Student applies at least four weeks before the end of the Licence Period in writing to the College for approval to remain in occupation of the Accommodation or other available accommodation within the College during a Vacation and such approval is given then
- 2.4.1 the Student shall be entitled to remain in occupation of the Accommodation or other available accommodation until no later than 31 August of that year.
- 2.4.2 such occupation shall be governed by the terms of this Agreement once all necessary consequential changes have been made subject to the payment of the Charge at a daily rate for each day when the Accommodation or other available accommodation is occupied by the Student.
- 2.4.3 the rate for each day of occupation of the Accommodation or other available accommodation under this Clause shall be Daily Rate.

### **3. Student's obligations**

The Student agrees and undertakes:

- 3.1 to pay to Reuben the Charge by Standing Order (or by such other means agreed by Reuben) without any deduction monthly in advance at the time or times specified in the Accommodation Acceptance Form
- 3.2 without prejudice to any other remedy of Reuben if the whole or part of the Charge has not been paid within 14 days of the due date to pay to Reuben interest on the amount outstanding at the rate of 3% per annum above the base rate of the Bank from time to time in force from the date payment became due until the date of actual payment
- 3.3 to pay within seven days of the same falling due any council tax payable in respect of the occupation of the Accommodation which comprises a Dwelling and to indemnify Reuben against any such charges and any additional expenses incurred as a result of any default by the Student in making payment of the said charges
- 3.4 to keep the Accommodation clean, tidy and clear of rubbish;

- 3.5 not to use the Accommodation other than for the Permitted Use;
- 3.6 not at any time to leave the Accommodation unoccupied without locking the door and (if the Accommodation is on the ground floor and first floor of the Building) not to leave the Accommodation unoccupied without first closing and locking the windows
- 3.7 not to make any alteration or addition whatsoever to the Accommodation or the Service Media or the Services;
- 3.8 not to use fairy lights or display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Accommodation or elsewhere in the Building or the College
- 3.9 (subject to Clause 2.2.4) not to share the Accommodation with anyone or purport to sublet or transfer it to any other person
- 3.10 not at any time
  - 3.10.1 to part with possession or control of the keys to the Accommodation and the College passes; and
  - 3.10.2 forthwith to report any loss to Reuben ;and to pay the costs reasonably incurred by Reuben in providing each replacement key and/or pass.
- 3.11 not to exchange the Accommodation with an occupier of other accommodation within the College without the College's written consent, such consent not to be unreasonably withheld and provided a new Accommodation Acceptance Forms are signed by both the exchanging parties
- 3.12 (in the case of Accommodation shared with a Partner) to be responsible for the acts or omissions of the Partner in relation to the use and occupation of the Accommodation and not to cause or permit the Partner to be in breach of any of the terms of this Licence
- 3.13 not during the Licence Period without Reuben's written consent to keep any motor vehicle or vehicle parts within the City of Oxford other than a mobility assistance vehicle
- 3.14 not to keep a bicycle in the Accommodation nor elsewhere within the College except (if available) in designated cycle bays provided for that purpose
- 3.15 not to bring into the building any animal unless as an aid for a person with a disability subject to having obtained Reuben's prior written approval.



- 3.16 not to smoke or vape anywhere within the College (including the Accommodation) and not to keep or permit to be kept or to take drugs other than for presented medicinal purposes
- 3.17 not to do or permit to be done on the Accommodation anything which
- 3.17.1 is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to Reuben or to occupiers of the College or any owner or occupier of neighbouring property
- 3.17.2 is a fire risk or put at risk the health, safety, welfare or security of others or Reuben's or other people's property
- 3.18 at all times to maintain a reasonably safe environment for Reuben's employees when at the Accommodation
- 3.19 to report to Reuben any discrepancy between the Contents in the Accommodation and the Inventory within seven days from the commencement of the Licence Period
- 3.20 not to cause or permit to be caused any damage to:
- 3.20.1 the Accommodation, the Building or the College (including their decorative finishes); or
- 3.20.2 the Contents
- and not to repair (or procure the repair of) any such damage but immediately report to Reuben any damage or want of repair or any failure in the provision of any of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it
- 3.21 not to bring any additional furniture (including upholstered items fridges electrical goods and cookers) into the College without complying with the regulations contained in the Handbook
- 3.22 not to cause or permit anything harmful or which is likely to cause blockage in any of the drainage or water pipes within the Building
- 3.23 not to obstruct the Common Parts or the Common Facilities, make them dirty or untidy or leave any rubbish on them;
- 3.24 not to do anything that will or might constitute a breach of any Necessary Consents affecting the Accommodation or which will or might vitiate in whole or in part any insurance effected by Reuben in respect of the Accommodation and the College from time to time;
- 3.25 to comply with all laws and with any recommendations of the relevant suppliers relating to the Services and the Service Media to or from the Accommodation;

- 3.26 to observe and perform regulations in the Handbook and any variation thereof from time to time notified to the Student
- 3.27 without prejudice to Clause 2.2.2 to permit Reuben at all times to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair, and for routine cleaning and in emergency
- 3.28 at the end of the Licence Period
- 3.28.1 to leave the Accommodation in a clean and tidy condition
- 3.28.2 to remove the Student's furniture equipment and goods from the Accommodation
- 3.28.3 return to Reuben the keys to the Accommodation and all passes and entry cards ;
- 3.29 to indemnify Reuben and keep Reuben indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
- 3.29.1 any breach of the Student's undertakings contained in this Clause 3; and/or
- 3.29.2 the exercise of any rights given in Clause 2;
- 3.30 without prejudice to Clause 3.28 if the Student defaults in returning to Reuben the keys and passes for the Accommodation and/or shall remain in occupation of the Accommodation after the end of the Licence Period without Reuben's approval pursuant to Clause 2.4 the Student shall pay to Reuben for each day of default or occupation a daily charge of Reuben's standard charge for letting the Accommodation commercially until the expiry of the requisite notice period and shall otherwise occupy the Accommodation on the same terms as this Licence
- 3.31 If any personal possessions not belonging to Reuben are left at the Accommodation during Vacation but the Accommodation is otherwise vacant
- 3.31.1 the Student shall pay for storage at the Accommodation at the rate of 50% of the daily rate referred to in Clause 3.30;
- 3.31.2 Reuben may remove and store them elsewhere and any expense incurred by the College shall be paid by the Student.
- 3.31.3 If they are removed from the Accommodation Reuben shall take reasonable steps to notify the Student at the address given (if any) in the Accommodation Acceptance Form or at the Student's last known address
- 3.31.4 If possessions removed from the Accommodation have not been collected within one month, Reuben may dispose of them and deduct from the proceeds of sale any outstanding costs or charges for accounting to the Student for the balance (if any).

#### **4. Reuben's obligations**

During the Licence Period Reuben undertakes with the Student

- 4.1 to keep the Building including the Accommodation in reasonable repair
- 4.2 to provide electricity heating (between 1 October and the following 30 April) lighting hot and cold running water to the Accommodation and to the Common Facilities
- 4.3 to clean the Common Parts of the Accommodation (other than Dwellings)
- 4.4 to dispose of rubbish deposited only in receptacles provided for that purpose
- 4.5 other than for the purposes set out in Clause 3.27 to give not less than 7 days' prior notice to the Student for planned maintenance work and 24 hours prior notice for other purposes.
- 4.6 to insure the Building (including the Accommodation) fully comprehensively

#### **5. Termination**

5.1 This Agreement shall end on the earliest of:

- 5.1.1 the last day of the Licence Period
- 5.1.2 the expiry of at least 4 weeks' notice given by Reuben to the Student
  - (a) after the Student has been suspended by or being barred from the College pursuant to Reuben's bylaws or statutes
  - (b) after the Student has ceased to be a member of Reuben and/or has ceased to be undergoing a full-time course of education at Reuben
  - (c) at any time after a material breach of any of the Student's obligations contained in Clause 3;
  - (d) if in the reasonable opinion of Reuben the health or the conduct of the Student or a Partner constitutes a serious risk to the Student or others or to Reuben's or others' property

5.2 The Student may terminate this Agreement:-

- 5.2.1 on giving notice to Reuben if Reuben exercises its right under Clause 2.2.5 to require the Student to move to alternative accommodation unless the Student moves to such alternative accommodation

- 5.2.2 on the expiry of not less than 5 working days' notice to Reuben on condition that on expiry of such notice:-
- (a) there are no arrears of the Charge;
  - (b) no person is in occupation of the Accommodation unless with the consent of Reuben ;
  - (c) the Student is not in material breach of any of its obligations under this Licence; and
  - (d) a replacement occupier satisfactory to Reuben who is not occupying other accommodation at the College has entered into an agreement to take the Accommodation on the terms of this Licence having made all necessary consequential changes.
- 5.3 If this Licence determines pursuant to Clause 5.1.2 the Student shall pay to Reuben on demand the Charge for the period between the date of termination until the date on which the Licence would have expired but for such determination.
- 5.4 Termination of this Licence shall not affect
- 5.4.1 the rights of either party in connection with any breach of any obligation under this Licence which existed at or before the date of termination.
  - 5.4.2 any provision of this Licence which can reasonably be inferred as continuing or is expressly stated to continue following termination

## **6. Fixed-term absence**

- 6.1 This Clause applies if part of the Student's course of study requires fixed-term absence from Oxford for a period of at least one month.
- 6.2 The Charge shall be suspended during the period of absence provided that:
- 6.2.1 the Student has given to Reuben at least one month's notice prior to the commencement of the period of intended absence;
  - 6.2.2 the Student vacates the Accommodation and complies with the provisions of Clause 3.28.
- 6.3 If the Student gives less than the requisite notice the Charge shall continue to be paid until the expiry of the requisite notice.

- 6.4 If the Student does not vacate the Accommodation upon the expiry of the requisite period of notice but otherwise complies with the provisions of Clause 3.28 the Rate shall be reduced by 50% for a maximum of 10 weeks after which the Charge shall be payable in full.

## **7. Deposit**

- 7.1 Reuben acknowledges receipt of the Deposit from the Student
- 7.2 At the end of the Licence Period, Reuben shall be entitled to retain from the Deposit (but without prejudice to any other right or remedy) such proportion of the Deposit as may reasonably be necessary to:
- 7.2.1 make good any damage to the Accommodation or the Contents (except for fair wear and tear);
  - 7.2.2 replace any of the Contents which may be missing from the Accommodation;
  - 7.2.3 pay any accounts for utilities, Council Tax or any other taxes or accounts for which the Student may be liable, which remain unpaid;
  - 7.2.4 pay any part of the Charge which remains unpaid; and
  - 7.2.5 compensate Reuben for any other breach of the Student's obligations under Clause 3;
- 7.3 Within 28 days from the end of the Licence Period Reuben shall give notice to the Student of the balance of the Deposit
- 7.4 Subject to Clause 7.2 Reuben shall repay the Deposit to the Student within 56 working days of the end of the Licence Period either by cheque drawn on a UK clearing bank to the Student's last address known to Reuben or by direct transfer to a UK or international bank whose details have been previously provided to Reuben by the Student in writing

## **8. Notices**

- 8.1 Any notice or other communication given under this Licence shall be in writing and shall be delivered by hand or sent by email to [accommodation@reuben.ox.ac.uk](mailto:accommodation@reuben.ox.ac.uk) or by pre-paid first-class post or by other next working day delivery service to the relevant party as follows:
- 8.1.1 to Reuben at the address given in this Licence marked for the attention of the Accommodation Office at Reuben College and
  - 8.1.2 to the Student at the Accommodation or at the Student's address (if any) given in the Accommodation Acceptance Form

or as otherwise specified by the relevant party by notice in writing to other party.

8.2 Any notice or other communication given in accordance with Clause 8.1 will be deemed to have been received:

8.2.1 if delivered by hand, at the time the notice or other communication is left at the proper address; or

8.2.2 if sent by email to the last known email address of the Student or accommodation@reuben.ox.ac.uk at the time of receipt;

8.2.3 if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

8.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

## **9. Limitation of College's liability**

9.1 Subject to Clause 9.2, Reuben is not liable for:

9.1.1 the death of, or injury to the Student, or invitees to the Accommodation; or

9.1.2 damage to any property of the Student or invitees to the Accommodation; or

9.1.3 any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Student or invitees to the Accommodation in the exercise or purported exercise of the rights granted by Clause 2.

9.2 Nothing in Clause 9.1 shall limit or exclude Reuben's liability for:

9.2.1 death or personal injury or damage to property caused by negligence on the part of Reuben or its employees or agents; or

9.2.2 any matter in respect of which it would be unlawful for Reuben to exclude or restrict liability.

## **10. Third party rights**

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

## **11. Governing law**

This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

**12. Jurisdiction**

Each party irrevocably agrees that the courts of England shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

This Licence has been entered into on the date stated in the Accommodation Acceptance Form.

SIGNED by 

For and on behalf of THE PRESIDENT AND FELLOWS )  
 )  
OF REUBEN COLLEGE IN THE )  
 )  
UNIVERSITY OF OXFORD

