END OF TERM

JACK MARTIN

ARTHUR VICK END OF TERM

March 2015

Dear Resident,

I trust that you have had an enjoyable term and, as the end of term approaches, may I now confirm the arrangements for your departure on Saturday 14th March or earlier if you wish.

It is important that you clear your room no later than 10am to allow the Warwick Accommodation team to prepare the residences either for temporary vacation accommodation, the arrival of conference delegates, or for maintenance later that day.

If you are returning for the third term, please take your room key fob home with you and bring it back when you return after the Easter vacation. You will need to update your fob on the entrance post on arrival back to the University. Hold the fob to the post and the panel will flash blue whilst updating and then green for completion. You can go straight to your room any time after 9.00 am on Saturday 18th April 2015. Please note that your fob will not work after Saturday 14th March and will be re-activated on Saturday 18th April 2015. If you are not returning for the third term, please take your room key fob to Senate House student reception, where the key will need to be signed back in.

There is some storage space in your lockable top box on your wardrobe (you will need to provide a padlock) and there is a very limited amount of storage space in the trunk rooms. You must not leave any food or perishable items in the top box. If you leave an alarm clock please ensure that it is switched off. Please note that the University is unable to accept any responsibility for any belongings left over the vacation. Please remember to take your Ethernet cable with you as these are only issued once.

Should you require secure, safe storage for your belongings, information about local storage companies can be found at www.warwick.ac.uk/accommodation/studentaccommodation/returning/. Any items found abandoned, including in kitchen areas, will be discarded. Your cooperation in these matters will be greatly appreciated.

If you wish to book accommodation on campus over the vacation, please go to www.warwick.ac.uk/services/accommodation/reception and book online.

The accommodation will be available for your return after 9.00 am on Saturday18th April 2015. Term begins on Monday 20th April 2015. If you forget to bring back your fob, a new one can be obtained by paying a spare key charge of £30. This can be collected from the Student Accommodation Reception (ground floor, Senate House) from Saturday 18th April (Opening Hours: 18th – 24th April will be 7am -11pm). If you plan to arrive outside of these hours, please email studentreception@warwick.ac.uk.

Kind regards,

Rachel Gibbons

Accommodation Services Manager

Warwick Accommodation