

Dear Student

ENTRY IN 2009

Before we welcome you to college in October, can I ask you now to deal with the items listed below:

TUITION FEES. All new home/EU students will be charged £3225 tuition fees for the 2009/10 academic year.

LICENCE AGREEMENT. Enclosed with this pack you will find a full copy of the college Licence Agreement and a separate signature sheet **Please sign this one page document and return it to the college Admissions Office by 7th September 2009.** The full Licence Agreement is for you to keep for future reference. The full set of terms and conditions can also be reviewed on our college website:

<http://www.dur.ac.uk/van-mildert.college/accommodation/licence.agreement>.

You should consult these pages before returning the signed forms to us.

ROOM PREFERENCE FORM. College has a limited number of en-suite rooms available for new students and we also offer students the choice of two different residence periods (29 or 33 weeks). We will do our best to offer you the type of accommodation you require but if demand for a certain room type exceeds availability, we will have to conduct a ballot. Please return the Room Preference Form with the signed Licence Agreement by 7th September 2009. **Room allocations will take place after this date and you will be informed of your room number on arrival.**

ROOM SHARE. All first year undergraduates live in college accommodation. Although we aim to provide single rooms for all our students, a small number of you may have to share a room for one term if our first year cohort is significantly larger than anticipated. In the unlikely event that this should happen, we will do our best to find sharers a compatible room-mate. To help us do this, please return the enclosed Room Share Questionnaire by 7th September. Should you be required to share a room, Sam Roseveare, your JCR President, will let you know in advance and put you in touch with your room-mate.

REGISTRATION AND CAMPUS CARDS. The University is implementing an online registration process which will allow you to register for your degree course, confirm your personal details and up-load a photograph for the purpose of producing your Campus Card prior to your arrival in Durham. In this information pack you will find a separate document outlining the procedure you will need to follow. Please note that there is a cut-off date for this process and anyone missing the deadline for online registration will have to register on arrival. This would mean that you would have to wait a few days before you can access your University e-mail account.

Before your Campus Card can be issued to you we are obliged to verify your identity. **You will therefore need to bring with you one approved form of ID which you will be asked to show to a member of staff on arrival.** Acceptable means of identification are a passport or a driving licence. Students from the UK can also use an original birth certificate. Your Campus Card will be valid for the duration of your course and will give you access to all library and IT facilities you are entitled to use as an undergraduate.

PHOTOGRAPHS. For various administrative purposes (meal cards, sports cards etc.) **six copies** of a recent passport photograph are required **in addition to the electronic version you may have submitted online.** Please send these to me **with your name written in block letters on the back of each.** You may find it convenient to keep other copies in reserve for later use when you register with the University Careers Advisory Service or apply for a student rail or coach card, etc.

LEA CONFIRMATION FORM. Your LEA may send you a form asking that the college confirm your acceptance and the term dates. If you send this to us you **must** include a stamped addressed envelope for its return.

DEFERRAL OR CHANGE OF COURSE. Entrants are expected to take up the course for which the offer was made. Late requests for course changes are likely to be unsuccessful. However, if you wish to be considered for a different course or if you would like to request a deferral for one year, you should write to me immediately.

HEALTH. All students must register with a medical practitioner in Durham and you should bring your Medical Card with you. Registration will be arranged through the college and will take place during Freshers' Week. You will receive further details on arrival.

READING LISTS. Some (but not all) academic departments issue reading lists for entrants. If you would like a reading list, you should write directly to the department concerned. You may also be able to access reading lists via your departmental website.

MOTOR VEHICLES. All student cars and motorbikes have to be registered with the University. There is a University car park located near the college but first year students will only be given a permit if they have a special need to have a car. If you think this applies to you, you should write to me with an explanation of your circumstances. Please note that parking permits, will only be issued in exceptional circumstances. A permit does not guarantee you a space.

TERMS. The names of Durham University terms and the dates of next academic year are:

Michaelmas:	4 th October 2009 (new undergraduates) – 16 th December 2009
Epiphany:	18 th January 2010 – 19 th March 2010
Easter:	26 th April 2010 - 25 th June 2010

New undergraduates come into residence on **Saturday 3rd or Sunday 4th October** by 4.30pm to attend the matriculation ceremonies and a three-day induction before the other students return.

FEES AND CHARGES. Included with the Licence Agreement you will find a separate sheet ***Van Mildert College Fees and Charges*** giving details of all charges associated with residence.

WITHDRAWAL AFTER ENTRY. Students who embark on a course and withdraw before 1st December will have their tuition fees refunded. If withdrawal is after 1st December some or all tuition fees for the year must be paid. Students leaving for other than certified health reasons are liable to pay a proportion of the residence charge which equates to one period of occupancy (see point 22ii of your Licence Agreement).

The various forms and the photographs should be sent (separately or together) as soon as possible and, in any case, so as to reach me not later than 7th September. Please use the enclosed checklist to make sure you have not forgot anything. If you are away from home a relative or friend can fill in the forms but the Licence Agreement must be signed by you. Should you have any further queries, do not hesitate to contact me or Mrs Turnbull, our Admissions Secretary, who will be happy to help.

Petra Points
Senior Tutor