



## ETC RESIDENCE RULES

- Rooms must be vacated by 10am on the day of departure. If you wish to depart later then you can normally leave your luggage at the residence. Please contact the Residence staff in advance to arrange this.

- ETC Residence Reception opening hours are 6am to 9am and from 5pm to 12am daily.

Please enquire at ETC School Reception from 9am to 5pm. Please ring the doorbell if reception is unattended between 5pm and 12am. In case of emergency between the hours of 12am to 6am, please call the emergency phone. Please note that this number is for emergencies only.

ETC Residence emergency contact number is **+44 (0) 7721914897**. Please remember that this number is for real emergencies only.

- Please be aware that there are some areas are out of bounds for students.
- Please be aware that all electrical appliances must only be used with approved plug adaptors. **Kitchen appliances are not allowed in the rooms; such as microwaves, kettles, etc.**
- You must respect that there are more students at the residence. Please do not be too loud after 9:00pm. Excessive noise will not be tolerated and you may be issued with a fine or asked to leave the Residence.
- For security reasons, **only residents are allowed to sleep in the ETC Residence**. Any unauthorised guest will be asked to leave and you will have to pay a fine.
- In accordance with legislation the ETC Residence is an entirely smoke free zone and smoking is not permitted anywhere within the building. Any person found smoking in the Residence will be issued with an on the spot fine and you may be asked to leave the Residence.
- **You must not use or being in possession of any illegal drugs including cannabis, ecstasy, LSD or amphetamines as per Misuse of Drugs Act 1971.** If we find any evidence of drugs within your room, we reserve the right to inform the Police and Immigration officers and you will be expelled from the ETC Residence and College with no refund due to you.
- Alcohol is forbidden within the residence premises.
- No allowance is made for inclusive meals not taken.
- Meals timetable:

	Monday to Friday	Weekend
Breakfast	7:30am – 8:30am	8:30am - 9:30 am

- Cleaning service is during the week. We reserve the right to decide if your room is suitable for cleaning. Please ensure your room is tidy and the floor and bed are clear. **We cannot provide any special cleaning service.**
- The ETC Residence is a safe and responsive environment for all students and staff. Excessive noise, disturbances and aggressive behaviour towards staff and fellow residents will not be tolerated. ETC reserves the right to ask all residents to leave the Residence and contact the Police and Immigration authorities should these rules be breached.

## Student Declaration of ETC Residence Rules

I declare that I have read and understood these rules and regulations and have received my key and card to open the main door. I understand that Residence staff reserve the right to issue me with a fine followed by expelling, should I fail to comply with the Residence Rules and Regulations.

**Student Name:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Room Number:** \_\_\_\_\_

**Key Received:**      **YES**              **NO**

**Token Received:**   **YES**              **NO**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Staff name:** \_\_\_\_\_