



ACCOMMODATION FACT SHEET

Out of Term Residence (OTR)

Long Vacation 2024

Please read the information below carefully.

If you do not fill out and submit your Out of Term Residence (OTR) form correctly, you may not be granted an OTR

OTR will **not** be generally available over the main summer vacation. Students with a summer internship in Cambridge may apply for an OTR to stay during part or all of the main summer vacation for the period of the internship (this does not include students who have just graduated).

Graduating students will be permitted to stay in College accommodation until 9am Saturday 29 June 2024. You do not need to apply for an OTR if you are graduating.

Student Ambassadors working at the July Open Days do not need to apply for OTR but must vacate their room by 9am Saturday 6 July 2024.

Students participating in the ArcSoc Exhibition must apply for OTR.

Students returning to College next academical year must apply for an OTR now if they need to return for any reason before 1 October 2024. If you do not apply now, we will not be able to accept ad hoc applications. If you expect to need OTR but do not have exact dates (such as pre-season training), you must apply for the longest possible period that might be required now. We are able to shorten OTRs if required.

If you need to stay in College between terms for the whole vacation or just part of the holiday, even for just one additional night's stay, then you need permission for an OTR.

You will find the OTR application form here: <https://exeat.magd.cam.ac.uk/>

OTR Dates

The OTR period runs for the entire vacation period (night of 25 June to night of 30 September 2024). You are not required to apply for an OTR outside these dates.

Please remember that once you have left College, you cannot return during the same term (e.g. if you leave on 22 June, you cannot stay in College again until OTRs begin on 25 June).

Completing the OTR form

Please ensure that you apply for all nights you wish to stay in College accommodation. Remember that you will leave on the morning after the last night you select (if you select Monday 1 July as your last night, you will be departing on the morning of Tuesday 2 July). You may apply for up to two OTR stays per vacation period.

Who needs to approve?

If you need an OTR for tutorial reasons or a Cambridge-based internship, your OTR application must be approved by your Tutor. If you need an OTR for academic reasons your OTR form must be approved by both your Tutor and your DoS.

Submitting your OTR form

You must submit an online OTR application by Friday 7 June. Your Tutor/DoS must submit their approval by Thursday 13 June: it is your responsibility to be in touch with your Tutor/DoS to track the status of your approval and ensure this deadline is met.

When will I find out if I have been granted an OTR?

You will receive an email from the Accommodation Coordinator by Wednesday 19 June, confirming whether or not you have been granted an OTR.

OTR Rooms

During the Long Vacation, most rooms in College are used for guests, therefore it is unlikely that you will be able to keep your current room.

If you are allocated a different room for your OTR stay, please make sure you leave any duvets or pillows provided by the College in your normal room – there will already be a set in your OTR room. If you are allocated a room with a double bed for your OTR stay, but your normal room has a single bed (or vice versa), the Housekeeping department can provide you with linen for the duration of your stay.

All students remaining in College over the Long Vacation should be aware that some services such as catering, access to Tutors and other welfare provisions may be offered on a reduced basis.

Whenever you depart from your normal room, whether to leave College, or to move to another OTR room, you must leave your room in an acceptable state (please refer to the Departure Requirements Fact Sheet for further details).

OTR Room Costs

You will be charged the normal nightly charge for the room you are allocated. If you have a budget then you should note this on your OTR form – this will be taken into consideration when you are allocated a room, but this may not always be possible. The charges for your OTR stay will be shown on your next College Bill.

Changes, cancellations, and late applications

Once you submit an OTR application, you will not be permitted to change the dates of your OTR stay except in exceptional circumstances or if it is to confirm actual dates of an OTR if you submitted your application based on potential dates (subject to Tutor/DoS approval). You may cancel your stay as long as you give 24 hours notice to the Accommodation Coordinator.

You may hand in your keys early if you want a shorter OTR stay, however you **must** notify the Accommodation Coordinator of this change in dates. You cannot extend your stay, or hand back keys later than the date specified on your OTR confirmation email, unless this has been approved by your Tutor and the Accommodation Coordinator.

Please be aware that Fellows and staff may be away from College or taking annual leave throughout the Long Vacation, so any late requests may not be processed in time.

Keys and the Redit Book

When you leave College accommodation for the first time after the end of Easter Term, you must hand in your keys and sign the [online Redit book](#) on the day of your departure. The online Redit book can also be accessed on the Magdalene website, or via the QR code posted in the Porters' Lodge. Even if you do not have a separate key to return to the Lodge, you must sign the Redit book. When you arrive back in College accommodation, you must collect your Cor key (if applicable) and sign the Redit book again on the day of your arrival.

If you are allocated a different room for your OTR stay, you must hand in the keys to your normal room and exchange them for the keys to your OTR room – you cannot keep the keys to your normal room. You must sign the Redit book and hand in your keys.

Arrival and Departure Times

If you are changing rooms, you may collect the keys to your OTR room from 2pm on the first day of your OTR stay, and you must return the keys by 9am on your departure day, unless you are informed otherwise.

Who to contact

Susannah Roberts, Accommodation Coordinator (rooms@magd.cam.ac.uk) – enquiries relating to OTR bookings and the Redit book.

The Porters' Lodge – enquiries relating to storage or keys.