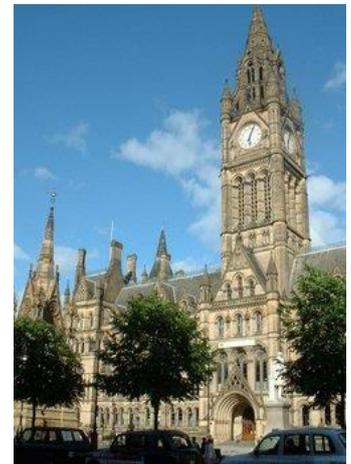
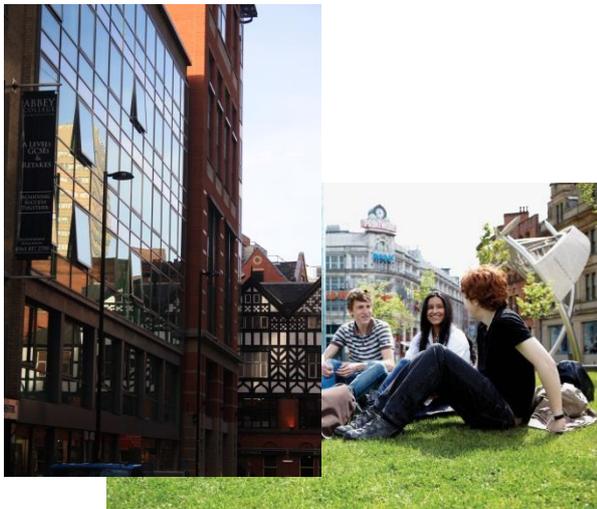


ABBEY
COLLEGE
MANCHESTER

HANDBOOK FOR
STUDENTS LIVING IN
INDEPENDENT
ACCOMMODATION

2021-2022
ABBEY COLLEGE
MANCHESTER



STUDENT HANDBOOK **INDEPENDENT LIVING** **2021-2022**

This Student Handbook gives a summary of the responsibilities of students living in independently arranged accommodation. All students, whether in independently or Abbey College arranged accommodation, are subject to the rules and regulations of Abbey College Manchester.

Please read through the booklet carefully before signing the declaration on the final page. If any item needs explaining, please talk to the **Director of Accommodation** who will be happy to discuss it with you.

Introduction

For many students, coming to study in Manchester will mean living independently for the first time. Abbey College Manchester aims to offer support and guidance to all students in independently arranged accommodation.

For more information about Abbey College Manchester please visit www.abbeymanchester.co.uk

Independent living

Students aged 16 and over at 1st September 2021.

Students over 16 may live independently in one of the following ways:

- With a **parent, or close blood relation** (*defined as grandparent, brother, sister, aunt or uncle by blood or marriage*) who is over 25.
- With a **UK guardian who is over 25 and who has been approved by the parents in writing, with name, address & relationship to the student. The Guardian must be known to the family (close friend or relative).**

Students aged 19 and over at 1st September 2021.

Students over 19 may live independently as above, or:

- **By renting** a private flat or house on their own.
- **By living with friends** in a flat or house share.

Please note: As an exception to the above, the following must live in college approved accommodation:

- Students who have been studying at a UK college and wish to repeat their course of study

- Students who are coming to study in the UK for the first time.

The final decision regarding living independently always lies with the Principal.

In order to live independently certain terms and conditions must be met. The following is a reminder of those conditions.

Living with a guardian or family member.

- If a student is **under the age of 19**, the person with whom they are living must be able to show proof of residency or right to be in the UK.
- **All students** must provide the Director of Accommodation with the name and address of the person with whom they will be residing.
- The guardian or family member must provide proof of identity e.g. a passport or driving license and proof of their address e.g. a bank statement or utility bill.
- The guardian or family member may be invited into Abbey College Manchester to meet the Director of Accommodation.
- The Director of Accommodation reserves the right to visit the home of the guardian or family member with whom a student is residing.
- If any concerns arise regarding the welfare, attendance, punctuality or academic progress of students staying in such accommodation, **Abbey College Manchester reserves the right to remove them from the accommodation and they will be placed in Abbey College arranged accommodation (Clydesdale House or Host Family).**
- If any student staying in independent accommodation should move, the Director of Accommodation **must be** informed and the new address details must be provided.

Living independently in a private flat or house.

- All students will be visited at home within a few weeks of arrival in the UK, and will have termly visits throughout the year.
- Only students **aged 19 or over** (with the exceptions as stated previously) are permitted to stay in a private flat or house on their own or with others and only with the approval of the Principal
- All students must provide the Director of Accommodation with the address of the flat or house where they will be residing.
- The Director of Accommodation reserves the right to visit the student's accommodation at any time during the academic year.

- If any concerns arise regarding the welfare, attendance, punctuality or academic progress of students staying in such accommodation, **we reserve the right to move them from their accommodation to Abbey College arranged accommodation (Clydesdale House or Host Family).**
- If a student should move to a different house or flat, the Director of Accommodation **must be** informed and the new address details must be provided.

General information.

Illness and absence from college

- Full attendance is an essential requirement of achieving success. There is a minimum requirement of 90% attendance and disciplinary action will be taken if any student falls below this requirement.
- However, if a student is unwell there is a procedure for reporting absence which is as follows:
 - ✓ If the student lives with a parent or guardian it is the **responsibility of the parent or guardian** to inform the college of the student's absence. This should be done by phoning or e mailing reception **before 9.30**
 - ✓ If the student lives on their own it is **their responsibility** to inform the college of their absence by phoning or e mailing reception **before 9.30**
- Students living independently must complete a self-certification form on return to college. This will be kept on file in the event of a UKVI inspection.

Full information regarding attendance can be found in the attendance policy which students receive at induction.

Doctor registration

- All students must register with a medical practice near to their home or they may register at the NHS walk-in centre at Boots on Cross Street which is near to the college. **This must be done within two weeks of arrival.**
- The college will ask students to provide proof that they are registered with a GP.
- If students are ill for longer than three consecutive days, they must obtain a doctor's note to explain their absence.

Conclusion.

All students will be subject to disciplinary procedures should they breach any of the conditions in this Handbook.

All students must now sign and date the declaration on page 6.

TERM DATES

Autumn Term 2021	
Term Starts	Monday 6 th to Friday 10 th September 2021 Pastoral and Academic Induction Monday 13 th September 2021 Lessons Start For All Students <i>Please Note: All documents and paperwork must be completed before students start classes.</i>
Half Term Break	Monday 25 th October – Friday 29 th October 2021
Term Ends	Friday 17 th December 2021 (at 4.30pm)

Spring Term 2022	
Term Starts	Monday 10 th January 2022
Half Term Break	Monday 21 st February – Friday 25 th February 2022
Term Ends	Friday 8 th April 2022

Summer Term 2022	
Term Starts	Tuesday 19 th April 2022
Bank Holiday	Monday 2 nd May 2022
Half Term Break	Monday 30 th May - Friday 3 rd June 2022
Term Ends	Tuesday 5 th July 2022

DECLARATIONS

- I confirm that I have read the **Handbook for students living in independent accommodation**.
- I agree to be bound by its terms and conditions.
- I understand that if I fail to comply with the conditions of living independently I will be subject to disciplinary measures which may result in having to move into accommodation arranged by or on behalf of Abbey College Manchester.

Student declaration

Full name:

Signature of student: Date:

Parent/guardian declaration

Full name:

Signature: Date:

Abbey College Manchester declaration

Full name:

Signature: Date: