

# Graduate Accommodation FAQs

## Our rooms

### Where are your graduate sites?

We have 3 main graduate sites. Click the link to view their locations.

[EPA Centre on Museum Road](#)

[Little Clarendon Street \(LCS\)](#)

[Bear Lane](#)

We also have two houses, one at [St John Street](#), and one at [Divinity Road](#) in Cowley.

### What are the prices of the different room grades?

You can find this information [here](#). This information is updated each year around April.

### What is the difference between the room grades?

Lincoln College has accommodation ranging from the 15<sup>th</sup>-21<sup>st</sup> centuries, so you can imagine there are lots of differences between rooms! The banding was developed by the MCR and has been graded on a range of factors including size, facilities, light, noise, and other features.

A grade: these rooms are ones which have been graded highest and all of these are en suite. This includes all the ones at the EPA Centre, and many at Little Clarendon Street.

B grade: these may be en suite but noisier (eg. at Little Clarendon Street), or not en suite but larger rooms and only sharing with one other (eg. at Bear Lane).

C grade: these may be a little further away from College (eg. Divinity Road) or near College but less desirable than a B grade in the same location (eg. Bear Lane).

D grade: these rooms are typically smaller than other rooms, and sharing more facilities (eg. Bear Lane), though there are one or two which have their own bathrooms but may be noise affected (Little Clarendon Street), or further away from College (Divinity Road).

### What room grades are available at each site?

Please note that the exact numbers at Bear Lane fluctuate slightly each year depending on how many undergraduates we need to house.

Site	Number of rooms						
	A (en suite)	B (en suite)	B (non en suite)	C (en suite)	C (non en suite)	D (en suite)	D (non en suite)
Bear Lane	0	0	34	0	23	0	18
Divinity Road	0	0	0	3	0	1	0
EPA Centre	48	0	0	0	0	0	0

LCS	21	15	0	0	0	1	0
St John Street	0	0	0	0	7	0	1

### What is included in the rent?

Your rent includes heating, electricity and wifi (Eduroam). You are responsible for obtaining a television licence – please see the [government website](#) for further information.

### What furniture will be provided in my room?

All rooms will contain:

- Bed (standard single unless otherwise indicated on the Portal at the time of booking), mattress and mattress protector
- Desk, desk chair and lamp
- Wardrobe
- Chest of drawers
- Rubbish bin and recycling bag
- Curtains
- Computer points
- Large pin-board on the wall
- Easy chair (if space allows)
- Bookcase (if space allows)

We do not provide bedding, towels or fridges in the rooms.

### Can I provide my own furniture?

Provided there is space, you are welcome to bring your own items, but we are not able to remove or store the existing furniture. Any items you bring must be safe and must not impede our staff from performing their duties.

### What equipment is provided in the kitchens?

All graduate rooms have kitchen access. Every kitchen will have:

- fridge with at least one shelf per person sharing, and a freezer or freezer compartment
- 4-ring cooker and oven
- microwave
- kettle
- toaster

There will also be some basic cookware and utensils. There may also be some additional items of cookware, crockery, cutlery or glassware left from previous residents for your use.

### Can I provide a fridge or freezer for my room?

Please see our [Fridge and Freezer policy](#).

Is there parking at College or any of the sites?

No, there is no parking available anywhere in College or any of our sites.

Do you have single-sex accommodation? Can I request the gender of my housemate?

We do not have single-sex accommodation and we do not provide information on the gender of any housemates.

I have a specific accommodation need relating to my faith

Students who require an en suite bathroom for religious reasons should go through the normal booking process. If no en suite is available to book, you are welcome to contact the Accommodation Office and we will be happy to add you to our waiting list.

We do not offer single-sex accommodation and are unable to confirm the gender of any housemates.

If you have a religious requirement for a separate fridge or freezer, you are welcome to supply one (under 50l).

If you require more detailed information about our accommodation in order to ascertain whether it will meet your religious needs, please contact us on [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk).

Is there a sink in my room?

Several of our rooms which do not have their own bathroom do have a sink. These include:

- Bear Lane Stc 20
- Bear Lane Stc 21
- Bear Lane Stc 22
- High Street 114
- High Street 115
- Bear Lane 6.01
- Bear Lane 9-10
- St John Street

Can you provide photographs or floor plans of the rooms?

You can find our site brochures by clicking the links below:

- [Bear Lane](#)
- [Little Clarendon Street](#)
- [EPA Centre](#)

An image (or sample image) of each room will also be visible on the Portal at the time of booking, though this will not be accessible after booking. Unfortunately, at this stage we are not able to provide floor plans (except for our accessible rooms) or additional photographs.

Please note that not all of the rooms will be available for graduates. The specific rooms available for each year group fluctuates annually.

What floor will my room be on?

You will be able to see this information during the booking process.

Can I view my room before booking?

Unfortunately, we do not have capacity to offer viewings of rooms. Students with a disability are encouraged to get in touch with our Disability Co-ordinator who will be able to help facilitate viewings where appropriate.

Do you offer couples or family accommodation?

At present, we do not have any couples or family accommodation. Students seeking this type of accommodation are encouraged to register with the [University of Oxford Graduate Accommodation](#) service.

Do I need contents insurance?

The College arranges a blanket insurance policy to provide cover for students' possessions while in College accommodation. The cost of this insurance is added to your Michaelmas term battels. Details of the insurance, as well as details on how to opt out, are provided by the Bursary at the start of Michaelmas term. If the insurance cover provided by this policy is insufficient for your purposes, you should arrange separate additional cover.

Is there additional storage available?

Unfortunately, College does not have additional storage available. We recommend packing light!

How many people will I be sharing a bathroom or kitchen with?

Divinity Road

The house at Divinity Road has 4 bedrooms, 4 bathrooms and one kitchen

St John Street

The house at St John Street has 8 bedrooms, sharing 3 bathrooms and one kitchen. Each room has its own sink. Room 8 also has its own toilet.

For all other sites, please see the site brochures.

Are there laundry facilities?

Washing machines and dryers are provided in several laundries around the College. Instructions for their use can be found in the laundries themselves.

## Our licences

### What is the licence term?

Your accommodation licence agreement is for 259 nights, which runs from just before Michaelmas term through to the end of Trinity term. You do not need to move out during the Christmas or Easter vacations. Check out time is 10am on the last day of your licence term.

### When can I move in?

If you have applied for and been granted early arrival, you can arrive any time from 2pm on your early arrival date. If you are arriving on or after the standard licence start date, you may arrive at any time on the licence start date. Our Lodges are open 24/7.

### Can I arrive earlier than the licence start date?

Yes, very often this will be possible. We prioritise students with early course start dates as well as international students, but we are generally able to offer early arrival to all students provided they put in a request before 31<sup>st</sup> July. You can find details on how to make your request during the course of your booking.

### I've missed the deadline for applying for early arrival – what can I do?

You can still request early arrival by emailing [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk). Requests will be granted subject to availability.

### I won't need my accommodation until after term starts – can I have a later start date?

No, our standard licences all start on the same date (unless you have requested early arrival). You may arrive later, but you will still be charged from your licence start date.

### Do I have to move out at the end of each term?

No. Our graduate licences are 37 weeks rather than termly. You are paying for your accommodation during the Christmas and Easter vacations and are entitled to use it during this time! You will only need to move out on your licence end date, at the end of Trinity term, unless you have approved vacation residence (vac res).

### Can I stay on over the summer?

Much of our graduate accommodation is available over the summer and we are typically able to house all our graduate students who wish to remain in College accommodation at least until 31<sup>st</sup> August each year. If you wish to do this, you will need to apply for vac res at the end of Trinity term. Some graduate rooms may be used for other purposes over the summer, in which case you may be offered an alternative room. Staying beyond 31<sup>st</sup> August is generally not possible, as our incoming freshers start to arrive and all rooms need to be deep cleaned.

### My course continues after the tenancy end dates – can I have a later end date?

All our licences end on the same date, but you can apply for vac res at the end of Trinity term if you need to stay on longer. Students whose courses end later are prioritised for summer vac

res, though it is possible that an alternative room may be offered if yours is not available for the requested dates.

#### What if I need to move out early?

Our licences provide for residents to give 3 months' notice to terminate their licences for any reason.

#### Can I have guests to stay over?

Yes! But we do have a couple of rules so that we can keep everyone safe and happy. Please refer to the [Student Handbook](#).

#### Can I have a pet?

Unfortunately we are not able to permit pets. If you have a disability that requires a service animal, please contact our Disability Co-ordinator ([disability@lincoln.ox.ac.uk](mailto:disability@lincoln.ox.ac.uk)) for advice.

#### What happens when I check out?

At the end of your licence agreement, you are expected to leave your room on time (ie. by 10am), clean and empty (including removing all waste). You will need to go to the Lodge and ask to check out, returning any keys at the same time.

## Disability and accessibility

#### I have a disability – should I still follow the same process?

Students with a disability are welcome to follow the same application process as all graduate students. Information will be made available during the application process, which takes place well in advance of bookings opening so that we can identify and assist people appropriately. You are also encouraged to get in touch with our Disability Co-ordinator ([disability@lincoln.ox.ac.uk](mailto:disability@lincoln.ox.ac.uk)) who will be happy to give further guidance and you are welcome to contact the Accommodation Services Manager ([annaliese.arthur@lincoln.ox.ac.uk](mailto:annaliese.arthur@lincoln.ox.ac.uk)) if you have any questions. Information is also available on our [website](#).

#### I have a specific accommodation need relating to my disability

Priority is given to students with a disability who can demonstrate a need specifically for *College* accommodation (ie. that the need cannot be met by accommodation elsewhere).

During the application process we provide some general information which may be useful (please see below) and there is an option to advise us if you require a further adjustment. If you select this option, we will get in touch with you directly to find out more information and identify appropriate action, which may include reserving a room before bookings open. You can find out more about accessibility around College on our [website](#).

## Fridges

All our graduate accommodation has kitchen access and if you require a personal fridge for medical or religious reasons, you are welcome to supply one (under 50 litres) for your room.

### **En suites**

We have a range of en suite accommodation, primarily in our Little Clarendon Street and EPA Centre accommodation.

### **Accessibility**

Most of our ground floor accommodation is at our Bear Lane site and will be labelled as such in the room information. This site is on different levels and is **not** wheelchair accessible. There are lifts at both the EPA Centre and Little Clarendon Street. Both these sites are wheelchair accessible. If you require a wheelchair accessible room, please let us know during the application process.

### **Noise**

Noise levels can vary and be very subjective and therefore we are unable to specify "quiet" rooms. However, if noise is a concern, it is worth noting that our Little Clarendon Street rooms and some rooms in Bear Lane Staircase 20 may be noisier than other locations due to proximity to drinking establishments.

### [Do I need to provide evidence of my disability?](#)

If your disability means that you need to have a room allocated to you rather than going through the standard bookings process, then you will need to provide evidence of your need to our Disability Co-ordinator. We encourage all our students with disabilities to reach out to our Disability Co-ordinator as they will be able to offer guidance and further support across all aspects of college life.

## [Our bookings process](#)

### [General](#)

[How does the bookings process work?](#)

Please see our [Graduate Accommodation Booking Process](#) guide for detailed information.

[I can't log into the Portal, what should I do?](#)

Please email [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk) from the email address you used on your university application, stating your name and date of birth.

[My email address has changed, what should I do?](#)

If you still have access to your original email address, you can send us an email from that account requesting us to update your details. If you no longer have access to that account, please contact the Admissions team ([admissions@lincoln.ox.ac.uk](mailto:admissions@lincoln.ox.ac.uk)) to update this information.

You can still access the Accommodation Portal using your original email, but emails will continue to be sent to this address until you update your details.

My offer is conditional and I won't know if I'm accepted until after bookings open. What should I do?

You can go ahead and book a room. If the College Office advises us that your offer has been withdrawn, your booking will be cancelled and your pre-payment refunded.

My child is a graduate student wanting accommodation and I have a question  
If your child is an offer-holder, please ask them to get in touch with us directly.

### Priority bands

How do I know what band I'm in?

Please see our [Graduate Priority Policy](#) for information on how we determine bandings. You will receive an email from the Accommodation Office towards the end of June, just before bookings open, advising you of your banding. Please be advised that this information comes from the College Office and all questions relating to scholarships need to be directed to them on [grants@lincoln.ox.ac.uk](mailto:grants@lincoln.ox.ac.uk).

I'm in Priority Band 3 or 4, how likely is it that I will get a room?

We have historically been able to provide accommodation for all graduate freshers who want it. Typically, there are a handful of students in band 4 who are unable to book a room directly via the Portal, but very often, within a week or two, we find that a small number of students in higher priority bands have decided not to commit to the accommodation they booked and these rooms are then available for those on our waiting list. However, we are unable to predict demand with 100% accuracy and therefore we recommend that students on our waiting list also actively seek accommodation elsewhere.

I'm priority band 1, does this mean I can only choose an A grade room?

No. You can choose from a selection of rooms in any grade. Typically there is a selection of room grades available for each priority band, though there is naturally less choice the further you are down the priority band.

My scholarship specifies a particular room/site/grade. How do I book this?

The College no longer allocates specific rooms or room grades to specific scholars. Scholars book their rooms in the same way as other students and can select any available room which suits them. For further information concerning scholarships, please contact the Admissions Office ([admissions@lincoln.ox.ac.uk](mailto:admissions@lincoln.ox.ac.uk)).

### Room booking

When will bookings open?

Bookings open at the very end of June or start of July. You will be advised of the dates well in advance so that you can plan accordingly.

I will be travelling/working/otherwise engaged when bookings open – what should I do?

Each priority band is given 24 hours to book before the remaining rooms are released for the next band. Our rooms get booked very quickly, and unfortunately we are not able to reserve a room on your behalf. If you find that there are no rooms available to book when you log on, you can email [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk) to be added to our waiting list.

I've selected a room to book by mistake. Can I change my mind and choose a different one?

Once you have selected a room to book you are unable to go back and select another. If you wish to browse the available rooms again, you can reach out to [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk) to request that we cancel your existing booking. This will enable you to begin the process again and select an alternative room **if one is available**. Please be aware that there is a risk that you may not find a preferable room on the Portal, and someone else may also book the room that you initially booked, leaving you without a booking.

Alternatively, if you know the room grade and/or location, you may email us and ask if a room of this grade/location is still available and we can amend your booking. This is subject to availability and the Accommodation Team is not always able to respond quickly during busy periods.

If I change my room before term starts, what happens to my pre-payment?

It is very rare that a room will change once you have booked it. In the unlikely event that your booking is changed to a room of a different grade, your existing pre-payment – regardless of the grade of your original room booking – will be used to secure this new booking and this amount will be taken off your first accommodation invoice.

If I change my room before term starts, will I need to sign a new agreement?

No. Our licences provide for room changes and the same terms will apply regardless of the room you are in, with the exception of the rent, which will depend on your room grade.

My licence agreement is not loading, is missing information, or looks wrong.

Please email [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk) to let us know.

There are no rooms left, what do I do?

Don't panic! Email [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk) in the first instance and check with us first. It is very rare that we're not able to provide accommodation to freshers and the chances are good that we will still be able to help. You can also register with the Collegiate Accommodation Support Service (CASS). CASS works across all Oxford colleges to help graduate students and offer holders find suitable alternative accommodation. For more information and to register, please visit [CASS website](#). CASS will prioritise you for any rooms that we make available, but they will also match you with other college rooms if we don't have anything.

Do you have a waiting list for en suite rooms?

There are rare occasions where a room may come available and therefore we do keep a list of students who would prefer to take a room of a higher or lower grade. These are allocated at the College's discretion.

## Cancellations

How can I cancel my booking?

You can cancel your booking by emailing [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk).

Will I get a refund if I cancel my booking?

Your pre-payment is non-refundable, except in the following circumstances:

- You have provided 3 months' notice
- Your offer to study was withdrawn by the College Office

Under these circumstances, you will receive an email from the Accommodation Office giving instruction on how to claim your refund.

## Payments, pre-payments and charges

My pre-payment is not showing as paid on the Portal

This part of our process is not yet automated, so there will be a delay between receiving your payment and having it uploaded to our system. Please be patient. If we do not receive your payment within the timeframe specified, we will reach out to you to let you know.

How and when do I pay my first rent installment?

Your first rent installment will be payable by battels (the College's invoicing system). This will happen at the beginning of term and all the relevant information will be communicated to you by our Accounts team.

How are my rent installments calculated?

Charges are raised quarterly, on the 1<sup>st</sup> of October, January, April and July. The amount charged will depend on when your licence starts and ends, and whether you have been granted early arrival, summer vac res, or you have terminated your agreement early. Your first rental payment in Michaelmas term, for example, will include all nights from the standard licence start date up to 1<sup>st</sup> January, plus any nights prior to the standard licence start date if you moved in early.

I have a scholarship, do I still need to make a pre-payment?

Yes, all students need to make this pre-payment. If your scholarship trust wishes to pay us directly, please ask them to use the details given during the bookings process and use your full name as the reference.

## Are there any other charges that I should be aware of?

We try to avoid additional charges, but there are some circumstances where the impact on our staff and operations is such that we do have to.

### Late departure

If you do not check out by 10am on your agreed day of departure, you will be charged at our commercial rate. Similarly, if your room still contains personal belongings after you have checked out, it will be considered to be in use and charged at our commercial rate.

### Damage

If damage has been caused to your room or College property, you will be charged the cost of repair or replacement.

### Cleaning

If additional cleaning or waste removal is required after you have checked out, you will be charged a minimum of £30. If at any time there are bodily fluids in an area normally cleaned by a Scout at the time they need to clean it, you will be charged a minimum of £30.

## Induction, arrival and occupation

### What happens now that I have a booking?

We will be in touch before move in to ask you to complete our online domestic induction, which contains important information about your accommodation. This is mandatory and must be completed before you arrive.

### Where should I go on arrival to collect my keys?

If your room is at the EPA Centre, you should collect your keys from our Museum Road Lodge. All other students should collect their keys from our Main Lodge, on Turl Street. Both lodges are open 24/7.

### I will be arriving late or on a weekend – will I still be able to access my room?

Yes, our Lodges are open 24/7.

### What is my full address?

For most purposes, you will be able to use the College address (Lincoln College, Turl Street, Oxford, OX1 3DR). If you have been asked to provide the physical address of your room, please contact [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk).

### Where should I send my mail?

You will have a pigeon hole (pidge) at Main Lodge where both internal and external mail will go. This address is Lincoln College, Turl Street, Oxford, OX1 3DR.

If you live at the EPA Centre on Museum Road, Little Clarendon Street, St John Street or Divinity Road, you can also have external mail posted to this address. Bear Lane does not have pigeon holes or a letter box, so all mail for Bear Lane should be delivered to the Main Lodge.

[I need proof of address for my bank/visa/other purpose](#)

You should be able to use your licence agreement for this purpose, but if you need one signed by the College, please get in touch at [accommodation@lincoln.ox.ac.uk](mailto:accommodation@lincoln.ox.ac.uk).

[Can I have my things delivered to College in advance of my arrival?](#)

Unfortunately we do not have capacity to take deliveries prior to arrival.

[What is a scout and why are they in my room?](#)

A scout is the name for a college cleaner. These people do a sterling job keeping our College clean and tidy. They are responsible for cleaning bathrooms (including en suites), kitchens, and communal areas. They are *not* responsible for tidying, dusting or vacuuming your room, or for reporting maintenance issues on your behalf. If at any time there are bodily fluids which need cleaning, we expect you to do this yourself, as soon as possible after the event.

[What's all this about an inventory?](#)

Once you have checked in you will be able to access the Inspection tab on the Accommodation Portal. This is a very basic inventory on which you can note any damage or missing items. You will have 7 days from the day you check in to check it over, after which time it will be taken as a true and accurate record of the condition of your room. We will use this record again when you move out to determine whether there are any applicable charges for damage or missing items, so it is important that you read through it and let us know of any discrepancies.

[There is something wrong with my room – what do I do](#)

Once you have checked in you will be able to access the Maintenance tab on the Accommodation Portal. Here you can report any issues such as leaks, broken items, or pests. You can keep track of progress here, although you will receive email updates as well. It is really important that you report any issues in your room appropriately so that we can help!

[Can I know who my housemates will be and when they will be moving in? Can I get in touch with them in advance?](#)

Unfortunately we do not currently have a mechanism to allow us to put people in touch prior to move in, though we hope to be able to provide this in the future.

[Where can I park to load/unload?](#)

If you are arriving by car, you can request a temporary parking permit from either Lodge. This will allow you to stop on double yellow lines in the vicinity of the building you are moving into for up to 40 minutes.

[How can I return to a specific induction page to obtain the information there?](#)

Unfortunately this is not possible, but all the information contained within the Domestic Induction can be found elsewhere.

Information about your room: in these FAQs, your licence agreement or on our [website](#).

Information about fire and security: in the [Student Handbook](#) or your licence agreement.

Information about sustainability: this will be accessible on our website once you arrive.

Information about housekeeping: in these FAQs or in the [Student Handbook](#).

Information about maintenance: in the [Student Handbook](#).