

# CONNAUGHT HALL

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UNIVERSITY OF LONDON

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Dear Resident

We should like to extend you a very warm welcome to Connaught Hall for the 2003/4 academic year, and remind you of a number of important things you need to do in your first few weeks here.

Please take a few minutes to look through the *Connaught Hall Residents' Handbook*. It explains many of the Hall's procedures, including where to find help should you need it, and outlines the expectations we have of your behaviour during your time here. The Hall rules are in addition to the general University regulations laid out in the *University of London Intercollegiate Halls of Residence Regulations*, which was sent to you with your acceptance letter (spare copies are available from Reception). Keep your *Handbook* where you can find it, as you may wish to refer to it through the year.

One of the requirements for living in Connaught Hall is that you register with a local GP. Along with this letter you will find a *Medical Details* form, which we ask you to fill in with the details of your local doctor and return to the Office within 21 days of your arrival in Hall. Please note that it is a **condition of residence** here that you register with a doctor and return your Medical Details form to us.

You will soon receive an Invoice for the first term's accommodation fees. If you arrived before the official start of your college term, you will receive a separate invoice for the time spent in Hall before the start of term. You must pay your Halls fees within **14 days** of receiving your Invoice. Payments can be made during office hours (0800-1800) by cash, cheque, or credit card. It is important that you tell the Bursar or Deputy Bursar *immediately* if you are likely to have problems paying your fees on time. We are very fair and can usually find a way around any problems – but we can only help if you talk to us!

If you have any other questions, the Porter can usually help with general queries. Ask in the General Office if you have a question about your fees, or speak to a member of Wardenial staff (Warden, Vice-Warden, and Senior Members) about any personal concerns you have about settling in, life in Hall, or anything else. All the staff wish you a productive, enjoyable year in Hall.

With best wishes for the year ahead,

**Dr John Brodholt**  
*Warden*

**Deirdre Cruden**  
*Bursar*

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