

Blackfriars Hall Accommodation Reference Policy (Departing Residents)

Last reviewed: February 2026

Blackfriars Hall will provide **accommodation references** for students who are moving out of Hall-managed residences. This page sets out what you can expect and how to request a reference.

Our commitment

- **Free of charge:** We provide references at no cost to the resident.
- **Timely:** We will issue the reference within three weeks (15 working days) of receiving your complete request.
- **Factual and limited in scope:** References will be strictly factual and relate only to your performance of obligations under your accommodation contract (e.g., dates of residence, rent payment status, care of the property, compliance with residence rules, key return/notice given, and any charges for damage).
- **No additional commentary:** We will not include character assessments, academic information, medical/welfare details, or any other personal data beyond the scope described above.
- **Return invitation statement:** The reference may state whether Blackfriars Hall would be happy to have the occupant return to live in Hall accommodation in future.

What we will typically include

- Your full name and student number
- Address of the Hall residence and dates of occupancy
- Contract compliance facts (e.g., rent paid as due / any arrears at departure; condition of room/common areas on checkout; adherence to residence rules)
- Confirmation of notice given and keys returned
- Any outstanding accommodation-related charges at the point of departure
- A simple statement indicating whether the Hall would welcome your return to accommodation

We will not disclose details of any disciplinary or welfare matters **except insofar as they are strictly necessary** to factually describe performance of the accommodation contract (e.g., recorded tenancy breaches directly related to residence rules).

Who can request a reference, and how to make a request

- **Who:** The **resident** must request the reference (or authorise a third party in writing to request/receive it).
- **How:** Email the Hall Bursary: **bursary@bfriars.ox.ac.uk**
Please include:
 - Full name and contact details
 - Hall address and dates of residence
 - Name/email/postal address of the recipient (e.g., landlord/letting agent) and any deadline
 - Your written consent for us to send the reference to the named recipient
 - Any reference form the recipient requires (we will complete only the sections consistent with this policy)

Data protection and verification

- We will verify your identity and may ask for additional information to complete the request.
- Personal data are processed in line with the Hall's privacy and confidentiality guidelines and retained with the reference for audit purposes.
- We do not share information with third parties **without your consent**, unless required by law.

If information is outstanding

- If there are outstanding accommodation charges, unresolved damage assessments, or an ongoing accommodation-related investigation at the time of your request, the reference will state that relevant matters are pending and may be updated once resolved.