WOLFSON COLLEGE, OXFORD
APPLICATION FOR ASSOCIATE MEMBERSHIP OF COMMON ROOM

Associate Membership of Common Room is open to the spouse or partner of members of College or Common Room, who may wish to use the College facilities independently. Associate membership entitles the spouse/partner of a member to charge expenditure in College (including meals and drinks) to battels, to bring in guests and to join College clubs and societies. Associate membership may be applied for without undergoing a separate election procedure, but associate membership may only be held while the spouse/partner is a member of College or Common Room. The College member must sign a separate undertaking accepting liability in respect of any expenditure incurred by the associate member and charged to the battels of the member.

Associate members will need an access card to use College facilities. If they do not already hold a University swipe card, they should complete an application for a new card.

N.B. Associate members are not entitled to subsidies of any kind.

**Charges for Associate Membership:**
- Spouse/partner of Fellows: £42 p.a.
- Spouse/partner of Graduate Students: £14 per term
- Spouse/partner of All Others: £84 p.a.

The relevant amount will be charged to the battels of the associate member.

**Details of College member:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Battels/account number</th>
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**Details of proposed associate member:**

<table>
<thead>
<tr>
<th>Relationship to college member (please tick as appropriate)</th>
<th>Spouse</th>
<th>Partner</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>Preferred name (if different)</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
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<td></td>
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<tr>
<td>Email address</td>
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Do you have a University Card?  Yes ☐  Please list number and date of expiry:  No ☐  Please complete a card application form.

We have read the rules of membership of the common room (see over) and agree to abide by them.

(Member) If approved, I hereby accept liability for any expenditure incurred by the associate member until such time as I give notice in writing to the college that the associate membership should cease.

Signed:  (member)  Signed:  (spouse/partner)
Date:  Date:

Please leave forms with the Lodge, addressed to the Academic Office.
RULES AND DETAILS OF MEMBERSHIP

The rules for Common Room membership do not apply to those who are currently Members of the College (i.e., graduate students or any category of Fellow of Wolfson College) since they are automatically Members of the Common Room. The rules may be amended by the Governing Body at any time. Elections are within a balanced quota to be decided by the FMC: all those who apply will not necessarily be elected.

MEMBERSHIP CHARGES
All members (other than those designated as ‘Honorary’) are required to contribute to the cost of maintaining College facilities, and this is reflected in the membership charge. The charge is currently £84 per annum payable in Michaelmas Term, pro rata termly charge for Hilary and Trinity elections.

ELECTION TO MEMBERSHIP
Application forms are available from the Wolfson College website where the relevant committee or other deadlines for submission of proposals are published. Before making or recommending new elections, the FMC is required first to consider both the size and the overall composition of Common Room Membership, and particularly to ensure that any further elections will not adversely affect the College’s obligation to make satisfactory provision for its students, Fellows and members of staff. Hence, there will be occasions when not all those proposed are elected or re-elected.

WITHDRAWAL OF MEMBERSHIP
A person will cease to be a Member of Common Room if battles and/or membership charges are not paid within one month of the issue of the ‘final demand’. Membership of common room may be withdrawn if the conduct of a member is injurious to the reputation of the College or the interests of the members of College or Common Room. The rules governing disciplinary procedures for Members of Common Room are described in the College regulations (Regulation VIII: Section H) which are available on the College web site.

BENEFITS OF MEMBERSHIP
Members of Common Room are entitled to lunch and dine in College, for which the charges are moderate, and to bring in guests including to Guest Nights. They are also entitled to use all other college facilities which are explained in the Members section of the Wolfson College website. Only members with a valid membership status may be considered for accommodation. Fellows and graduate students take priority over members of Common Room for the allocation of accommodation. Entitlements are subject to periodic review.

Those members of College who propose members of Common Room are responsible for introducing and showing them around the College after they are elected, and for ensuring they are familiar with College facilities and procedures.

IT FACILITIES
Details of IT facilities and charges are available on the College web site:
https://www.wolfson.ox.ac.uk/computing.

(FMC Information & Rules – September 2015)