

# New Student and International Student 2017/18 Halls of Residence Application Guidance Notes



## How to complete your application form.

- (1) Complete the Halls application form only when you have firmly accepted a conditional or unconditional place on a course of study. It is important that you include your Student Reference Number on this form. Your Student Reference Number can be found on your offer letter from the University. You may complete a paper copy of the form or apply via the online form at [www.bolton.ac.uk/accommodation](http://www.bolton.ac.uk/accommodation)
- (2) The deposit of £200 sterling (referred to as “The Bond” in your residency agreement) must be included with this application. **Your application will not be processed without a deposit.**
- (2) You may pay your deposit in the form of a cheque (UK) made payable to “The University of Bolton”, (with your name, student reference number and address on the reverse), postal orders, international money order, international bank draft, sterling travelers cheques, or with a credit or debit card on the telephone (01204 903180).
- (3) You will be required to include one passport photograph with your name on the reverse. If applying online, you may email one passport photograph to [accomm@bolton.ac.uk](mailto:accomm@bolton.ac.uk)
- (4) When we have received your completed application form with deposit and passport photograph and assuming that your application is accepted we will send you an ‘**Offer of Accommodation**’ which will include:
  - a) **A Halls of Residence ‘Offer of Accommodation’ form.**

This will inform you that a room has been reserved for you in one of the University’s Halls of Residence. It will outline the terms of the Conditions of Occupancy agreement and give details of what you must do to accept the offer of accommodation. It will also tell you where and when you may collect your keys.
  - b) **Two copies of the Residency Agreement.**

You should sign and return the relevant copy and keep the other copy for reference. The contract will specify the terms and conditions to which you must agree if you wish to live in the Halls of Residence.
  - c) **Accompanying Booklet**

This booklet answers frequently asked questions and contains information regarding your obligations while living in the Halls. The declaration at the end of your contract confirms that you have read and understood the booklet.
- (5) You will be given a date by which to return your signed copy of the Residency Agreement to Student Services.
- (6) When we have received your signed Halls agreement, we will send you a confirmation invoice to the address on your application form. After the 25<sup>th</sup> August, 2017 we will stop sending invoices prior to students moving in and instead will invoice you for the cost of your stay once you have taken up occupancy at the Halls.

If you have any additional information that is relevant to your Halls application, e.g. you are a disabled student, or if you would like to ask any questions before sending your application form, the number to call is (01204) 903481. If you have special needs or a disability, you may wish to call the University's Disability Service on (01204) 903478 or (01204) 903439 for further information.

**By completing and returning the application form, you are applying for Halls accommodation for the standard contract length 38 weeks which costs £80.00 per week. You will be charged for this period even if you leave the Halls to live elsewhere, or if you are evicted for disciplinary reasons or for non-payment of your license fee. If you would like an Early Arrival contract which begins from 2<sup>nd</sup> September 2017 or 9th September 2017, please indicate this in the 'Anticipated Arrival Date and Reason' section.**

**You will receive full details regarding payment options with your room offer.**

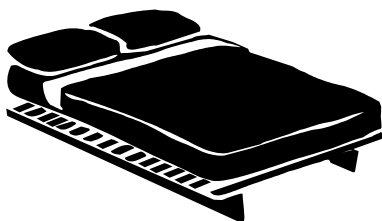
**Please contact us if you are studying for one semester.**

**Students offered a room who then fail to return a signed contract will not be allowed to collect their keys without submitting a completed contract on arrival.**

If your course starts earlier than 18<sup>th</sup> September 2017 please contact a member of staff in Student Services on 01204 903481. The standard accommodation contract begins on 16<sup>th</sup> September 2017.

### **Bedding Pack**

Student Services offer you the opportunity to purchase a Bedding Pack for your arrival at the Halls of Residence.



**The pack consists of:**

- 1 Pillow
- 1 Pillow case
- 1 Duvet
- 1 Duvet cover
- 1 Sheet

The price of the pack is only £20.00 and can be ordered in advance.

**If you would like to purchase a Bedding Pack, you should complete the appropriate question on the application form and return it to Student Services.**

**You will be asked to pay £20 cash on arrival for your bedding pack. For students unable to pay on arrival you will be invoiced for the cost of your bedding pack separately and payment will be due within four weeks from the start of your contract.**

If you have any queries, please contact Tel. 01204 903481 or email [accomm@bolton.ac.uk](mailto:accomm@bolton.ac.uk)