

REGENTS COLLEGE HOUSING APPLICATION (please see reverse for booking conditions)

CONTACT DETAILS

Please email a jpeg picture of the applicant.

Family name First name

Address

Telephone

Email

It is VERY important that the email you give is looked at daily as any offers of accommodation will be sent to it: if you do not reply to the emailed offer you will not get a booking. Make sure that my emails (studserv@regents.ac.uk & barnesj@regents.ac.uk) are on your contact list so they do not go to junk mail.

PERSONAL DETAILS

Sex Date of Birth School you will be attending
EBS, RBS, RACL, LSFMP Webster Foundation, Freshman , 1st year etc

Arrival date: Departure date: Level
Degree seeking, Masters

Student ID (on your offer letter) Any other details that you think may help you get a suitable roommate:

HOUSING REQUIREMENTS: Please indicate your housing preference by putting 1 for first choice, 2 for second and 3 for third. Please note you cannot be guaranteed your first choice.

ON CAMPUS: REID HALL OLIVER HALL OLIVER FLATS COLLEGE APARTMENTS (see over)

SINGLE DOUBLE TRIPLE All rooms are non smoking.

DISABLED STUDENTS:

Are any adjustments in relation to the allocation and provision of accommodation required?

Yes No

If yes please give details

I accept the conditions set out on the reverse of this application and I agree to abide by the rules governing College housing. I understand that I am making a booking for ONE TERM only. **Read the cancellation policy (page 2) before signing.**

SIGNATURE DATE

HOW TO BOOK

1. All spaces are allocated on a first come first served basis (see box below). When all spaces are full a waiting list will come into operation.
2. Fill out the housing application, save it and email it to: barnesj@regents.ac.uk
3. You will get a response confirming receipt of your application within 3 working days: **if you do not get such a response the application has not been received and you should contact the housing office.**
4. The Accommodation Office will then contact you with the offer of a space and, if you wish to take that space, will send you an invoice. Once the invoice has been **fully paid (not a deposit)** the space is booked. **Until full payment has been made no booking has been made.**

NB When you book a room you book it for ONE semester only. If you want to book for another semester, you MUST REAPPLY. Priority will be given to new students and so it may not be possible to renew your booking.

WHO GETS PRIORITY WHEN APPLYING FOR COLLEGE MANAGED HOUSING?

Where the demand for housing is greater than the supply the following groups will be given priority:

Under 18s (you must be under 18 on the date you will arrive at the college housing)
Students with certain disabilities (you must contact the disabilities officer about this: goldsmithp@regents.ac.uk)
Students who are starting their first term at the College.

These groups will be offered housing on a first come first served basis.

CANCELLATION POLICY

1. Once the invoice has been paid **£250 of the fees are immediately non-refundable.**
2. If you cancel the booking you will receive **no** refund until the Accommodation Officer has found someone to take your space. You will then be refunded as follows: full refund for unused meal plan and refund for bed space from the time that space is filled (minus the £250).
3. If, however, you fail to meet the academic requirements set by the admissions officer and as a result the college withdraws its offer of a place, you will receive a full refund, less the £250.

NOTES ON 'HOUSING REQUIREMENTS' SECTION:

Reid Hall is the main on campus accommodation block. **Oliver Hall** is an extension of Reid Hall. The **Oliver Flats** are rooms with their own bathrooms and phones. For details see the College Housing Prices sheet.

College apartments: The College will rent off campus housing only if there is sufficient demand. They will be located no more than five tube stops from the college and will have single, double and triple rooms. Please visit the College website at www.regents.ac.uk for more information on this.

Please note that off campus housing is not always available.

INSURANCE *Please note that the College accepts no responsibility for damage to or loss of your personal belongings. You are strongly advised to make sure you are adequately insured. If you need help with this please*

contact the Accommodation Office.

Please contact the Accommodation Office if any of this is unclear.