

Date as postmark

Dear Student

Halls of Residence 2020/21 and payment options.

The Halls registration will take place as follows:

ALL QUB/Belfast Metropolitan College/University of Ulster/Incoming Erasmus/International

Monday 14th September 2020 9.30am-4.30pm Halls Reception, Refectory

St Mary's University College

Sunday 20th September 2020 2pm-4.30pm Halls Reception, Refectory

Year 1 Stranmillis University College

Sunday 20th September 2020 2pm-4.30pm Halls Reception, Refectory

Year 2, 3 & 4 Stranmillis University College

Tuesday 22nd September 2020 9.30am-11am Halls Reception, Refectory Building

Your £200 Halls Deposit, application form, car parking application and bank forms must be returned by:

All 2nd/3rd/4th Year Hall students:

All deposits, bank forms must be submitted at this stage.

**First Year students from all Universities/Colleges and Incoming Erasmus/International Students:
Before 3rd July 2020**

All deposits, bank forms must be submitted at this stage.

Please note Halls deposit will not be deducted from your account until confirmation of acceptance of course.

Deposit Payment Method:

Cheque (Please make payable to "Stranmillis University College), Cash, Debit/Credit Card. For debit/credit card payment please contact Halls Office 028 90384251.

The deposit is part of the booking process and will be refunded to you at the end of the Residential Licence Agreement period e.g. July 2021.

Documentation enclosed:

Please forward the following information immediately by return to - **Halls**

Office Reception, Stranmillis University College, Belfast BT9 5DY

- Halls Application Form – please complete and return
- Direct Debit Instruction notice – please complete and return
- Halls Fees Consent Form – please complete and return
- Payment Schedule
- Halls information card – please complete and return. Please enclose 2 passport photographs (please write your name on the back of the photographs)
- Car Parking Application Form – please complete and return.

Room keys will NOT be issued unless the application form, bank form, deposit is received and payment of halls fees as per enclosed Payment Schedule.

continued over...

Dates Catering is Available 2020/21 - Catering will be available every weekend during each Term.

| | Michaelmas Term | Hilary Term | Trinity Term |
|---|---|--|---|
| Stranmillis/St Mary's Catered Standard & Ensuite | Sun 20.09.20 -Fri 18.12.20 (13 wks) | Mon 11.01.21 - Fri 26.03.21 (11 wks) | Mon 19.04.21 - Fri 04.06.21 (7 wks) =31wk |
| QUB/University of Ulster/ Belfast Metropolitan College Catered Standard & Ensuite | Mon 14.09.20 -Fri 18.12.20 (14 wks) | Mon 11.01.21 - Fri 26.03.21 (11 wks) | Mon 19.04.21 - Fri 04.06.21 (7wks) =32wk |

Residential Licence Agreement

1st Year students studying at Stranmillis University College – this will be issued on confirmation of acceptance on course and must be returned prior to check in September 2020.

ALL other students – The Residential Licence Agreement will be issued on receipt of all documents above.

Payment Options

1. Payment in full prior to check in. Payment can be made by cheque, cash or credit/debit card.
2. Direct Debit: 3 instalments collected from your account: 30 October 2020, 29 January 2021 and 30 April 2021.
 - (i) *A copy of the Direct Debit instruction is enclosed and it should be completed by the person who is paying the fees and hence whose bank account is being charged. In this respect you should note that the Direct Debit facility is only available to persons who hold a UK sterling bank or building society account operating the Direct Debit Scheme N.B. not all Bank Accounts have Direct Debit facility e.g. Savings Accounts.*
 - (ii) *Agreeing to sign the Residential Licence Agreement means that the signatory is agreeing to occupy a bedroom in Halls for a 37/38 week period – the full Academic Year. The payment of the Residential Licence Agreement, if using Direct Debit, is over the 37/38 weeks and not per term. A charge of £25 will be incurred if funds are not available in the designated account when Direct Debits are collected. Collection dates are as published in the attached Payment Schedule and as above.*

Only when the Head of Hospitality, Accommodation and Conferencing Services receives a withdrawal form from the course being studied in the relevant Institution can a Residential Licence Agreement be terminated. If there is an agreement that the student's Residential Licence Agreement is terminated there will be a 4 week cancellation fee and the deposit will not be refunded.

If you have any queries regarding halls payment arrangements, please contact Finance Department on 028 9038 4339. Please ensure that all forms are completed and returned on time as failure to do so can delay the registration and enrolment purpose.

Room keys will not be issued unless the application form, bank forms, deposit is received and payment of halls fees as detailed above. Please bring Photographic ID (i.e Drivers Licence or Passport) when collecting room keys.

Residential Licence Agreement will be issued on confirmation of acceptance of course.

Yours faithfully

C. Nesbitt

Mrs C Nesbitt
Head of Hospitality, Accommodation and Conferencing Services



HALLS APPLICATION FORM

APPLICATION FOR ACCOMMODATION – RESIDENTIAL YEAR 2020/21

TO BE ACCOMPANIED BY A £200 DEPOSIT

PAYMENT PAYABLE BY CASH, CHEQUE OR DEBIT / CREDIT CARD AND ALL BANK FORMS

| Personal Details | |
|---|---|
| <p>UCAS / QUB Student Number</p> <p>Returning students please provide your Student number. New students will be allocated a student number at Registration.</p> | |
| <p>Student Status</p> <p><input checked="" type="checkbox"/> Please mark x at the appropriate box for the year you will be in September 2020.</p> | |
| <p>1st Stran <input type="checkbox"/> 3rd Stran <input type="checkbox"/> 2nd Stran <input type="checkbox"/> 4th Stran <input type="checkbox"/> QUB <input type="checkbox"/> Year ____ Other – Please State University of Ulster <input type="checkbox"/> Year ____ <input type="checkbox"/> Belfast Metropolitan Year ____ St Mary's <input type="checkbox"/> Year ____</p> | |
| <p>Title</p> <p>Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> (mark x as appropriate)</p> | <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p> |
| <p>Date of Birth</p> <p>□ □ - □ □ - □ □</p> | |
| <p>Surname</p> | |
| <p>Forename(s)</p> | |
| <p>Home Address</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Present Address (If different from home address)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Postcode</p> <p>_____</p> | <p>Postcode</p> <p>_____</p> |
| <p>Telephone (Including code)</p> <p>_____</p> | <p>Country of Origin</p> <p>_____</p> |
| <p>Mobile</p> <p>_____</p> | <p>Email Address <i>Your email address will be used to contact you & will not be shared with a third party.</i></p> <p>_____</p> |
| <p>Details of your study <input checked="" type="checkbox"/> Please mark x at the appropriate box below</p> | |
| <p>Which College do you attend? <input checked="" type="checkbox"/> Stranmillis <input type="checkbox"/> QUB <input type="checkbox"/> UU <input type="checkbox"/> Belfast Met <input type="checkbox"/> St Mary's <input type="checkbox"/> Please mark the appropriate box Other please state <input type="checkbox"/></p> | |
| <p>Course:</p> <p>_____</p> | |
| <p>Disabilities or medical conditions <input checked="" type="checkbox"/> Please mark x at the appropriate box</p> | |
| <p>Have you any medical condition /recurrent illness which should be considered when you will be living in Halls of Residence, e.g. diabetic, hearing/sight difficulties, limited mobility, epilepsy etc.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, please attach details or, if you wish to discuss the matter in confidence, contact the Halls Office Telephone 02890384251 Email: halls@stran.ac.uk</p> | |
| <p>How you intend paying for your accommodation – Fees are for the Residential Licence Agreement. Please see Schedule Halls Fees & Payments <input checked="" type="checkbox"/> Please select one of the following options below</p> | |
| <p>Payment in full by Cheque prior to check in (Please make cheques payable to Stranmillis University College Belfast) <input type="checkbox"/></p> | |
| <p>Direct Debit Instalments</p> <p>Please see Schedule Halls Fees & Payment Schedule <input type="checkbox"/></p> <p>All bank forms must be submitted with this application. No monies will be deducted from your account until October 2020.</p> <p>Please indicate with whom you wish fees to be discussed: (*delete as appropriate) Student / Spouse / Parents *</p> | |
| <p>It is College policy to recover outstanding debt by using a Debt Collection Agency and/or Legal Action. You must have a UK bank account that accepts direct debit payments. Direct Debits cannot be collected from savings accounts.</p> | |

Your Accommodation

If your application is successful – do you wish to be located near anyone? If so please state the names of two persons whom you would like to be near:

1. Present Hall: Flat: Room:
2. Present Hall: Flat: Room:

It may not always be possible to place students according to their expressed preference. The allocation of students to rooms within the Halls will be based upon the information on this application form.

Please mark for your choice of accommodation.

SINGLE STANDARD CATERED

SINGLE ENSUITE CATERED Limited Availability

LIFESTYLE CHOICE

Please tick the following if you wish to consider this lifestyle option.

Quiet Living

No Alcohol

As there is Limited Availability we will make every effort to accommodate your choice. This will be on a first come first serve basis.

ALL ROOMS & BUILDINGS ARE NON SMOKING

RESIDENTIAL ACCOMMODATION YEAR

Students who are applying for a place in University residences are reminded that the fees are payable for the full Periods of Occupation as defined in the appropriate Residential Licence Agreement, and as such, students will be liable for the full fees.

Completed forms and deposit payment must be submitted to the Halls Office by:

31st March 2020 EARLY BIRD OFFER

1st Year Students – 3rd July 2020.

ALL STUDENTS MUST PROVIDE PHOTOGRAPHIC ID (ideally A Drivers Licence or Passport) when collecting Halls Keys

Check List If paying your initial payment by cheque, put your name, UCAS OR QUB Student number on the back of the cheque

Application form

£200 Deposit Booking Fee Paid
(Please make cheques payable to **Stranmillis University College**)

Is your email address correct?

Direct Debit Form

Halls of Residence Record Card

2 Passport sized Photographs Please ensure that your name is written on the back

I understand that I will not be entitled to a refund of my deposit either in whole or in part in the event of my being offered accommodation by the University College and my subsequently declining the offer. I furthermore understand that I will not be entitled to a refund of my deposit either in whole or in part in the event of early termination of the Residential Licence Agreement or damage to College Property.

DECLARATION If admitted to accommodation arranged through the Halls Office I agree to pay the appropriate fees and charges. I understand that this information will be used in the administrative process and procedures associated with the provision of an accommodation service by Stranmillis University College, Belfast. I understand that the residential fees are payable for all the Periods of Occupation as defined in the appropriate section of the Residential Licence Agreement and that no refunds are available in the event of early termination of the Residential Licence Agreement.

I have read and agree to the terms and conditions as above. Please tick to confirm.

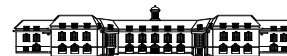
Signed _____

Date _____ / _____ / _____

**Please address this form to:
Halls Office,
Accommodation Application,
Stranmillis University College Belfast,
BELFAST BT9 5DY.**



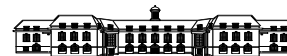
HALLS OF RESIDENCE RECORD CARD



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

| | | | | |
|---|--------------------------------------|---|--|--|
| SURNAME (Block capitals please) | | OTHER NAMES (Block capitals please) underline the name you are known by | | PLEASE ATTACH THE 2 PASSPORT PHOTOGRAPHS |
| <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | |
| HALL | HALL | HALL | HALL | |
| FLAT | FLAT | FLAT | FLAT | |
| ROOM | ROOM | ROOM | ROOM | |
| HOME ADDRESS: (Block capitals please) | | DATE OF BIRTH / / | STUDENT NUMBER (Issued at Registration) | |
| POSTCODE: E-MAIL ADDRESS: MOBILE NO: TELEPHONE NO: | | YEAR OF ENTRY TO HALLS 20..... | BEd/ BA /BSc /PGCE /QUB (Please circle as appropriate) OTHER Please state | |
| NAME AND ADDRESS OF PARENT/GUARDIAN/NEXT OF KIN (Please state which) MOBILE NO: TELEPHONE NO: In the event of emergency ie: medical do you give consent for us to contact the above named contact YES / NO | | Have you any medical condition /recurrent illness which should be considered when you will be living in Halls of Residence, e.g. diabetic, hearing/sight difficulties, limited mobility, epilepsy etc | | |
| For Office Use Only | | <i>Any personal information given, will not be shared with a third party</i> | | |

HALLS OF RESIDENCE RECORD CARD



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

| | | | | |
|---|--------------------------------------|---|---|--|
| SURNAME (Block capitals please) | | OTHER NAMES (Block capitals please) underline the name you are known by | | PLEASE ATTACH THE 2 PASSPORT PHOTOGRAPHS |
| <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | <i>Office Use</i> 20...../20..... | |
| HALL | HALL | HALL | HALL | |
| FLAT | FLAT | FLAT | FLAT | |
| ROOM | ROOM | ROOM | ROOM | |
| HOME ADDRESS: (Block capitals please) | | DATE OF BIRTH | STUDENT NUMBER <i>(Issued at Registration)</i> | |
| | | / / | | |
| POSTCODE: E-MAIL ADDRESS: MOBILE NO: TELEPHONE NO: | | YEAR OF ENTRY TO HALLS | BEd/ BA /BSc /PGCE /QUB (Please circle as appropriate) OTHER Please state | |
| | | 20..... | | |
| NAME AND ADDRESS OF PARENT/GUARDIAN/NEXT OF KIN (Please state which) MOBILE NO: TELEPHONE NO: In the event of emergency ie: medical do you give consent for us to contact the above named contact YES / NO | | Have you any medical condition /recurrent illness which should be considered when you will be living in Halls of Residence, e.g. diabetic, hearing/sight difficulties, limited mobility, epilepsy etc | | |
| | | <i>For Office Use Only</i> | | |
| | | <i>Any personal information given, will not be shared with a third party</i> | | |



HALLS FEES CONSENT 2020-21

Name of student (block capitals) _____

Student's home address (including postcode) _____

Student's term time address (including postcode) _____

Contact telephone No's: (Home) _____

(Mobile) _____

Email Address _____

Date of Birth _____

Student Number: *(Year 1 Students will receive their student number at registration. Forms may be completed and returned without this number)*

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Please indicate with whom you wish fees to be discussed: *e.g Student only, Spouse, Parents or Sponsor*

| Name | Contact Number |
|------|----------------|
| | |
| | |
| | |

Please discuss fees with Student only

The people noted above need to be aware of the information shared on this document if they are contacting the Halls Office or Finance Office to discuss Halls Fees.

Please tick how you intend to pay your Halls Fees:

| | |
|----------------------------|--------------------------|
| Direct Debit Instalments | <input type="checkbox"/> |
| In full, prior to check in | <input type="checkbox"/> |

Student Signature _____

Date _____





STRANMILLIS UNIVERSITY COLLEGE

A College of Queen's University Belfast

APPLICATION FOR PARKING PERMIT HALLS OF RESIDENCE (Non Halls Students are **NOT ELIGIBLE FOR** Parking Permits)

ACADEMIC YEAR 2020/21

THE COLLEGE CANNOT GUARANTEE A CAR PARKING SPACE

1 I wish to apply for a parking permit for the following vehicle:

Make: _____ Type: _____ Colour: _____

Registration No: _____ (As per vehicle or Log Book)

2 Surname of Applicant: _____

Forename(s) in full: _____

Home Address: _____

Town: _____

County: _____

Postcode: _____

Number of Miles from Home to Stranmillis University College: _____

3 Mobile Telephone No: _____ Home No: _____

4 Address during term time: _____

5 Course details:

(Please indicate)

Stranmillis University College

St Mary's

QUB

Belfast Metropolitan College

University of Ulster

Which Campus:

6 DECLARATION:

Name of registered owner of the above vehicle: _____

Signature: _____ Date: _____

We encourage students to park on campus, however, there is limited parking spaces which will be filled on a first come first come first served basis. Once the College Car Parks are full please park in alternative Public Car Parks.

Any person bringing a motor vehicle inside the College Grounds does so at his/her own risk and the College cannot accept any responsibility for damage, accident or theft. Please advise your Insurance Company of your Term Time Address.

Completed forms must be returned WITH APPLICATION FORM





**STRANMILLIS
UNIVERSITY COLLEGE**

A College of Queen's University Belfast

www.stran.ac.uk



**Instruction to your
Bank or Building Society
to pay Halls fees by Direct Debit**

Please fill in the whole form using a ball point pen and send it to:

Finance Office - Income section
Stranmillis University College
Stranmillis Road
Belfast
BT9 5DY

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

| | |
|----------------|-----------------------|
| To The Manager | Bank/Building Society |
| Address | |
| | |
| Postcode | |

Reference Number (Student No.)

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 9 | 6 | 4 | 6 | 9 | 3 |
|---|---|---|---|---|---|

This is not part of the instruction to your Bank or Building society.

Student Name:

Account Holder(s) Address:

Account details Checked By:

Instruction to your bank or Building Society
Please pay Stranmillis University College Direct Debits from the UK Sterling account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s)

Date

Banks and Building societies may not accept Direct Debit Instructions for some types of account



The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Stranmillis University College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Stranmillis University College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit by Stranmillis University College or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when Stranmillis University College asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required by our bank. Please also notify Stranmillis University College in writing.