



STRANMILLIS UNIVERSITY COLLEGE  
A College of Queen's University Belfast

# STUDENT APPLICATION PACK 2022-23

# STUDENT HALLS



Date as postmark

Dear Student

### Halls of Residence 2022/23 and payment options.

The Halls registration will take place as follows:

ALL QUB/Belfast Metropolitan College/University of Ulster

Monday 12<sup>th</sup> September 2022 9.30am-4.30pm Halls Reception, Refectory

Year 1/2/3/4 Stranmillis University College and St Mary's University College

Sunday 18<sup>th</sup> September 2022 12 noon – 5.30pm Halls Reception, Refectory

Your £200 Halls Deposit, application form, car parking application and bank forms must be returned before the above dates.

#### *Deposit Payment Method:*

Cheque (Please make payable to "Stranmillis University College), Debit/Credit Card. For debit/credit card payment please contact Halls Office 028 90384251. The deposit is part of the booking process and if you take up residence for the full Residential Licence Agreement period, it will be refunded in July 2023.

First Year students please note that the Halls deposit will be reimbursed to you if you do not get a place on your chosen course.

**Please forward the following information 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
- 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.**

*Dates Catering is Available 2022/23 - Mon-Thurs Breakfast & Evening Meal; Friday - Breakfast & Lunch*

	Michaelmas Term	Hilary Term	Trinity Term
<b>Stranmillis/St Mary's Catered Standard &amp; Ensuite</b>	Mon 19.09.22 -Fri 16.12.22 (13 wks)	Mon 09.01.23 - Fri 24.03.23 (11 wks)	Mon 17.04.23 - Fri 02.06.23 (7 wks) =31wk
<b>QUB/University of Ulster/ Belfast Metropolitan College Catered Standard &amp; Ensuite</b>	Mon 12.09.22 -Fri 16.12.22 (14 wks)	Mon 09.01.23 - Fri 24.03.23 (11 wks)	Mon 17.04.23 - Fri 02.06.23 (7 wks) =32wk

continued over...

## **Residential Licence Agreement**

**1<sup>st</sup> 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 2022.

**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 or credit/debit card.
2. Direct Debit: 3 instalments collected from your account: 31 October 2022, 31 January 2023 and 28 April 2023.
  - (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 cancellation fee of £480 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 2022/23  
TO BE ACCOMPANIED BY A £200 DEPOSIT (PAYABLE BY CHEQUE OR DEBIT/CREDIT CARD)  
AND ALL BANK FORMS

Personal Details			
<b>UCAS / QUB Student Number</b> Returning students please provide your Student number. <b>New students will be allocated a student number at Registration.</b>		<b>Student Status</b> <input checked="" type="checkbox"/> Please mark x at the appropriate box for the year you will be in September 2022.	
		1 <sup>st</sup> Stran <input type="checkbox"/> 3 <sup>rd</sup> Stran <input type="checkbox"/> 2 <sup>nd</sup> Stran <input type="checkbox"/> 4 <sup>th</sup> Stran <input type="checkbox"/> QUB <input type="checkbox"/> Year ____ Other – Please State University of Ulster <input type="checkbox"/> Year ____ Belfast Metropolitan <input type="checkbox"/> Year ____ St Mary's <input type="checkbox"/> Year ____	
<b>Title</b> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> (mark x as appropriate)	<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>	<b>Date of Birth</b> ____-____-____	
<b>Surname</b>			
<b>Forename(s)</b>			
<b>Home Address</b> _____ _____ _____ <b>Postcode</b>		<b>Present Address</b> (If different from home address) _____ _____ <b>Postcode</b>	
<b>Telephone</b> (Including code)		<b>Country of Origin</b>	
<b>Mobile</b>		<b>Email Address</b> <i>Your email address will be used to contact you &amp; will not be shared with a third party.</i>	
Details of your study			
<input checked="" type="checkbox"/> Please mark x at the appropriate box below			
<b>Which College do you attend?</b> <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="text"/>			
<b>Course:</b> _____			
Disabilities or medical conditions			
<input checked="" type="checkbox"/> Please mark x at the appropriate box			
<b>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.</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please attach details or, if you wish to discuss the matter in confidence, contact the Halls Office Telephone 02890384251 Email: <a href="mailto:halls@stran.ac.uk">halls@stran.ac.uk</a>			
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			
<b>Payment in full by Cheque prior to check in</b> (Please make cheques payable to Stranmillis University College Belfast) <input type="checkbox"/>			
<b>Direct Debit Instalments</b> Please see Schedule Halls Fees & Payment Schedule <input type="checkbox"/> <b>All bank forms must be submitted with this application. No monies will be deducted from your account until October 2022.</b> Please indicate with whom you wish fees to be discussed: <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Parents			
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.			

### Your Accommodation

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

- |    |               |       |       |
|----|---------------|-------|-------|
| 1. | Present Hall: | Flat: | Room: |
| 2. | Present Hall: | Flat: | Room: |
| 3. | Present Hall: | Flat: | Room: |
| 4. | Present Hall: | Flat: | Room: |
| 5. | Present Hall: | Flat: | Room: |
| 6. | Present Hall: | Flat: | Room: |
| 7. | Present Hall: | Flat: | Room: |
| 8. | 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, Stranmillis University College, Belfast, BT9 5DY**

**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                  | <input type="checkbox"/> | £200 Deposit Booking Fee Paid  | <input type="checkbox"/> | Cheques made payable to Stranmillis University College |
| Direct Debit Mandate              | <input type="checkbox"/> | Halls Fees Consent Form        | <input type="checkbox"/> |                                                        |
| Car Parking Form<br>(if Required) | <input type="checkbox"/> | Halls of Residence Record Card | <input type="checkbox"/> |                                                        |
|                                   |                          | 2 Passport sized Photographs   | <input type="checkbox"/> | 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. Where there is early termination agreement with the College, there will be an additional charge of £480 cancellation fee.

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

Signed

Date





Colour-Crest Small (P6 res)

# APPLYING FOR UNIVERSITY ACCOMMODATION 2022/23

## PAYMENT SCHEDULE

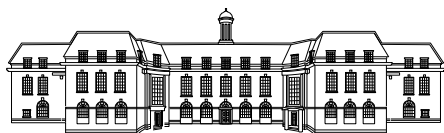
The following information was correct at the time of publication; however, the University reserve the right to amend the offer if necessary.

The Residential Licence Agreement is for the full Academic Year 37/38 weeks. The prices are based on the completion of the Residential Licence period.

### RESIDENTIAL LICENCE AGREEMENT DETAILS:

	YEAR	ROOM TYPE	DATES OF RESIDENCE	TOTAL RESIDENTIAL FEE	No of Weeks
<b>A</b>	Year 1,2,3,4 Stranmillis & St Mary's	SINGLE STANDARD	Sunday 18 <sup>th</sup> September 2022 to Friday 2 <sup>nd</sup> June 2023	<b>£4033</b> £109 per week	<b>37 weeks</b>
<b>B</b>	Year 1,2,3,4 Stranmillis & St Mary's	SINGLE ENSUITE	Sunday 18 <sup>th</sup> September 2022 to Friday 2 <sup>nd</sup> June 2023	<b>£5143</b> £139 per week	<b>37 weeks</b>
<b>C</b>	QUB/Belfast Metropolitan College, University of Ulster	SINGLE STANDARD	Monday 12 <sup>th</sup> September 2022 to Friday 2 <sup>nd</sup> June 2023	<b>£4142</b> £109 per week	<b>38 weeks</b>
<b>D</b>	QUB/Belfast Metropolitan College, University of Ulster	SINGLE ENSUITE	Monday 12 <sup>th</sup> September 2022 to Friday 2 <sup>nd</sup> June 2023	<b>£5282</b> £139 per week	<b>38 weeks</b>





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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.)

S							
---	--	--	--	--	--	--	--

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) (Please print and provide original signature)

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.

**Return to: Halls Office, Stranmillis University College, Stranmillis Road, Belfast, BT9 5DY**





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## HALLS FEES CONSENT 2022-23

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)*

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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:**

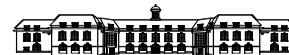
Direct Debit Instalments	<input type="checkbox"/>
In full, prior to check in	<input type="checkbox"/>

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return to:** Halls Office, Stranmillis University College, Stranmillis Road, Belfast, BT9 5DY





## HALLS OF RESIDENCE RECORD CARD

<b>SURNAME</b> (Block capitals please)		<b>OTHER NAMES</b> (Block capitals please) underline the name you are known by		<b>PLEASE ATTACH THE 2 PASSPORT PHOTOGRAPHS</b>
<i>Office Use</i> <b>20...../20.....</b>	<i>Office Use</i> <b>20...../20.....</b>	<i>Office Use</i> <b>20...../20.....</b>	<i>Office Use</i> <b>20...../20.....</b>	
<b>HALL</b>	<b>HALL</b>	<b>HALL</b>	<b>HALL</b>	
<b>FLAT</b>	<b>FLAT</b>	<b>FLAT</b>	<b>FLAT</b>	
<b>ROOM</b>	<b>ROOM</b>	<b>ROOM</b>	<b>ROOM</b>	
<b>HOME ADDRESS:</b> (Block capitals please)  <b>POSTCODE:</b> <b>E-MAIL ADDRESS:</b> <b>MOBILE NO:</b> <b>TELEPHONE NO:</b>		<b>DATE OF BIRTH</b>	<b>STUDENT NUMBER</b> (Issued at Registration)	
		<b>YEAR OF ENTRY TO HALLS</b>  20.....	BEd <input type="checkbox"/> BA <input type="checkbox"/> BSc <input type="checkbox"/> PGCE <input type="checkbox"/> QUB <input type="checkbox"/> <b>OTHER Please state</b> .....	
<b>NAME AND ADDRESS OF PARENT/GUARDIAN/NEXT OF KIN</b> (Please state which)  <b>MOBILE NO:</b> <b>TELEPHONE NO:</b> <b>In the event of emergency ie: medical do you give consent for us to contact the above named contact</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>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</b> ..... ..... .....		
<b>For Office Use Only</b>		<b>Any personal information given, will not be shared with a third party</b>		



## 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 2022/23

**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 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**

