south thames college london

STCL Accommodation Booking

Your details

Family Name(s)		First Name(s)	
Gender	☐ Female ☐ Male	Nationality	
Student ID (from your CAS confirmation)		Telephone	
Date of birth		E-mail	
Course enrolled for			
Name of second person (for twin room) *Payment must be made at the same time for both persons*			

ACCOMMODATION REQUIRED - please tick appropriate box (rooms are subject to availability)

I would like accommodation arranged from _____ to _____

(Minimum stay 4 weeks; in summer for homestay: 3 weeks. All prices are per person and per week; accommodation week starts on Saturday or Sunday. Summer supplement £ 15. Christmas/New Year supplement £ 30).

☐ **Independent Budget Flat Share accommodation**
☐ Single Room (£90) ☐ Twin Room (£70) *only available for couples travelling together*

☐ **Supervised Flat Share accommodation / student house**
☐ Single Room (£143) ☐ Twin Room (£115) *only available for couples travelling together*

☐ **Home Stay accommodation**
☐ Single Room, Bed and Breakfast (£128)
☐ Single Room, Bed, Breakfast and Evening Meal (£158)

Your travel arrangements

Arrival Date		Flight No	
Arrival Time		Airport	

Accommodation Booking cost per person:

Rent per week _____ x 6 weeks (includes 2 weeks refundable deposit) + £50 booking fee

= TOTAL _____

Requirements

We try to match each student with the most suitable accommodation from our available options. The information that you provide in this section will help us to understand your requirements.

Any special dietary requirements: (e.g. vegetarian / halal, food allergies etc) ☐ Yes ☐ No

If yes, please give details: _____

Do you consider that you have a disability or a health condition which we should know about when selecting your accommodation? ☐ Yes ☐ No

If yes, please give details*: _____

** The information you provide will be used in the processing of your application to assess whether we have the facilities to support your needs. Such details will only be disclosed to those having legitimate need to see them. A doctor's letter should be attached where appropriate.*

Do you mind if the host has children under 12? ☐ Yes ☐ No

Do you smoke? ☐ Yes ☐ No

Do you mind if the host has a cat / dog? ☐ Yes ☐ No

Any additional information which would help us when selecting accommodation for you:

_____

Optional Air-Port pick up

☐ I would like airport pick-up arranged for me (Cost: £70 Heathrow, £90 Gatwick, £95 Stansted). An additional fee might apply if the driver is waiting longer than 0.5 hours for you)

CALCULATE & MAKE YOUR PAYMENT

I wish to pay total accommodation payment _____ + airport pick-up (optional) = _____

Please tick ☑

Amount: GBP/ £ _____

☐ I enclose payment (International Money Order or Cheque drawn on a UK bank account)

☐ or I have arranged a Bank Transfer; please also send us transfer details

☐ or please debit the amount from this ☐Visa Card ☐ MasterCard ☐Debit card (please indicate card type)

Account Number		Cardholder Name	
Expiry / Thru Date		3 security digits	

AGREEMENT

Please arrange Accommodation for me as requested above

I have read and accept the Terms & Conditions of STCL Accommodation Bookings (next page)

Signature		Date	

STCL Terms and Conditions Accommodation 2011

Please keep a copy of this page for future reference

1. Accommodation bookings are per person, not per room. You may not have any person not specified on your booking staying in your room
2. Your reservation is only complete when, and cannot be confirmed until, we have received your £50 Booking Fee + 2 weeks deposit + 4 weeks rent.
3. We will make a firm booking and confirm full details to you when your visa has been granted and your flight booked. You will then receive details of your booked accommodation and contact details of your host/landlord.
4. Accommodation week starts on Saturday or Sunday. If you make a booking starting or finishing on a week day you will still be charged for the whole week.
5. As most hosts and landlords work during office hours, we strongly recommend that you plan your arrival at your home stay or flat share accommodation over the weekend or week day between 17.30 and 21.00
6. If you do not inform the College or your host/landlord of the time of your arrival, or you do not plan to arrive at your accommodation between 17:30 and 21:00 on the date that you specified (if weekday), we cannot be responsible if the host/landlord is not there to welcome you
7. After your arrival, you should communicate directly with your host/landlord or the accommodation bureau on most issues regarding your accommodation. The International Office can be contacted for help if you cannot solve your problem with the host/landlord / accommodation bureau
8. Details of accommodation are provided by STCL in good faith, based on the information given to us by you and our accommodation bureau. Although we will try to help settle disputes, we cannot accept liability for disputes or claims between you and the homestay provider or landlord
9. If you make a complaint about your accommodation arranged via the college, we will investigate the situation immediately. If we conclude that there is a reasonable reason for your dissatisfaction with your accommodation, we will try to arrange alternative accommodation as soon as possible. If we conclude that your complaint is not reasonable, we will still try to make alternative arrangements if possible
10. Cancellation before arrival or late arrival
    - The Booking Fee is not refundable.
    - Cancellation of accommodation within 14 days of the starting date: 2 weeks cancellation charge apply
    - If you arrive later than your specified arrival date without specific agreement, which is at the discretion of the College and the accommodation bureau, you must pay rent for the period originally booked
11. The frequency of your payments of your rent will be defined by your landlord or the accommodation bureau
12. You should inform the Accommodation Bureau in advance about whether or not you want to stay in your accommodation during holidays between College terms
13. If you interrupt your stay for any other reason than College holidays and without specific agreement in advance - at the discretion of the College and the Accommodation Bureau - you must pay rent for the full period that you originally booked
14. If you want to extend your stay after the departure date that you originally booked, you must request this as soon as possible to ensure the room is available; if it is not available, we will try to find a suitable similar alternative
15. Deposit:
    - The Deposit will be returned to you by the accommodation bureau when you leave the accommodation if there are no problems and you have not broken the rental agreement
    - The Deposit usually cannot be used to pay for rent
    - If there are problems or unpaid bills, some or all of the amount may be retained to pay for the problem or debt
    - If you behave in a way that results in a host asking you to leave accommodation, there is no refund of the deposit
16. Please be aware that there are some general rules for rented rooms such as:

    - No overnight guests are allowed - Properties are non-smoking - No pets are allowed
    - No naked flames or candle lights - No kitchen appliances are allowed in the bedroom
    - If you have booked flatshare you are responsible for keeping the apartment clean & tidy
    - If you have booked homestay you are responsible for keeping your bedroom clean & tidy
17. Neither the College nor our partner is responsible for loss, theft or damage to your property and personal possessions during your stay in this accommodation
18. You must arrange suitable insurance. If you have not seen information about our Student Insurance, look at our website: www.south-thames.ac.uk/international