

Application Form 2016

Summer Residences

Please complete ALL sections of this form in BLOCK CAPITALS and tick boxes as appropriate. ACCURATE and FULL completion will ensure immediate attention.

PERSONAL DETAILS

Last name	
First name	
Middle name(s)	
Title	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	
Nationality	
Are you currently a UK resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Permanent Home Address (house name/number)	
Street	
Town	
County or Country	
Postcode	
Daytime Contact No.	
Evening Contact No.	
Mobile No.	
Email	

NEXT OF KIN (Contact in case of emergency)

Full name	
Relationship to applicant	
Current Address (house name/number)	
Street	
Town	
County or Country	
Postcode	
Daytime Contact No.	
Evening Contact No.	
Mobile No.	

PLACE OF STUDY/WORK PLACEMENT

Where are you studying? _____
Where will you be working? _____

OFFICE USE ONLY

Student ID Checked? <input type="checkbox"/> Yes	By Whom	
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MEDICAL CONDITIONS

Please advise of any medical condition/s of which the Accommodation office should be aware.

DATES OF BOOKING		ROOM	CAR PARKING
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Current Residents of Solent University ONLY for period 01/07/2016 - 09/07/2016

01/07/2016	09/07/2016	<input type="checkbox"/>	<input type="checkbox"/>
09/07/2016	16/07/2016	<input type="checkbox"/>	<input type="checkbox"/>
16/07/2016	23/07/2016	<input type="checkbox"/>	<input type="checkbox"/>
23/07/2016	30/07/2016	<input type="checkbox"/>	<input type="checkbox"/>
30/07/2016	06/08/2016	<input type="checkbox"/>	<input type="checkbox"/>
06/08/2016	13/08/2016	<input type="checkbox"/>	<input type="checkbox"/>
13/08/2016	20/08/2016	<input type="checkbox"/>	<input type="checkbox"/>
20/08/2016	27/08/2016	<input type="checkbox"/>	<input type="checkbox"/>
27/08/2016	03/09/2016	<input type="checkbox"/>	<input type="checkbox"/>

Solent University Pre-Sessional course students ONLY for additional period following 03/09/2016

03/09/2016	15/09/2016	<input type="checkbox"/>	<input type="checkbox"/>
Rooms are charged weekly - Saturday to Saturday at £63.00 per week		Car Parking is 10.85 per week	
Total Weeks Booked		<input type="text"/>	<input type="text"/>

Solent University Pre-Sessional course Students ONLY

How many weeks is your pre-sessional course?	<input type="text" value="5"/>	<input type="text" value="10"/>
Have you or are you intending to apply for Solent Accommodation for September 2016	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Rent for summer halls is paid in advance. Full payment will be requested prior to confirming your accommodation for a stay of up to and including four weeks. You are also required to provide credit or debit card details for any additional weeks.

Please refer to the information provided overleaf

PAYMENT

Please note that the Accommodation Office cannot accept payment details by email or post

After submission of an application form (by email or post), and following the provisional allocation of summer accommodation you will be emailed by the Accommodation Office asking you to ring the office on + 44 (0)23 8201 5040 to provide credit/debit card details

The details provided will enable to office to take the first instalment payment (as detailed below) within 10 days of receipt of the details and record the details for any additional instalments (as detailed below).

Once the first instalment payment has been made your accommodation will be confirmed and you will be sent the relevant paperwork to enable you to collect your keys. The contract will only display the dates relating to the payment made.

If you are staying longer than four weeks, payments will be processed on a 4 weekly basis. Subsequent instalments will be requested on the Tuesday preceding the date the contract is due to re-new.

If you wish to pay by bank transfer you can request the University's bank account information when you contact us.

Example of Payments Required

Payments Processed on a 4 weekly basis		1 Week	2 Weeks	3 Weeks	4 Weeks
Instalment 1		£63.00	£126.00	£189.00	£252.00
Payment required prior to arrival	With Parking	£73.82	£147.70	£221.55	£295.40
Instalment 2		£63.00	£126.00	£189.00	£252.00
Due the Tuesday before the contract re-news	With Parking	£73.82	£147.70	£221.55	£295.40

Current Residents only (1/7/16 to 9/7/16)		£72.00	Pre-sessional students (3/9/16 to 15/9/16)		£108.00
	With Parking	£84.40		With Parking	£126.60

Example: Student staying for 7 weeks without parking. Total fees due are £441.00. First payment of £252.00 processed within 10 days of receipt of application form or date advised by student prior to arrival. Second Payment of £189.00 processed on the Tuesday preceding the contract renewal

STUDENTS AGREEMENT

Please make sure that you read the Summer Halls 'Terms of Residency', as they contain legal obligations

Applicants Signature _____ Date _____

DATA PROTECTION

It is not normal practice for Solent University to discuss your fee account details with anyone other than yourself. However, the University is often contacted by parents/sponsors with queries relating to your financial status

I give my permission for Southampton Solent University to discuss my fee account details with the person/s listed below:

I do not give my permission for Southampton Solent University to discuss my fee account details

Name _____ Relationship _____

Name _____ Relationship _____

Applicants Signature _____ Date _____

All information supplied on this form will be held by the University and used primarily for the purpose of operating and managing residential accommodation, but may also be used for other relevant University purposes, e.g. academic and administrative. Personal details will only be released to a third party, where your permission is granted, where we are legally obliged to do so and for the purposes of recovering debt.

ACCOMMODATION /FINANCE USE ONLY

Date Application Entered _____

Entered By: _____

Amount Received _____

Cash Credit/Debit Card

Date Payment Received _____

Room Allocated _____

Car Parking Booked Yes No

Date allocation confirmed and accepted _____

Date Stamp

Student Account Number

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