

Thank you for your interest in living in the Student Residences over the summer period. You can apply to take a room in the Lucia Foster Welch Residence for the dates 8 July 2017 to 26 August 2017. Please check through the following information for guidance on what you need to do.

### **Eligibility**

To be eligible to apply to stay in the residences over the summer you must be a full-time student in Higher or Further Education, so either a College or University student aged 18 or more.

If you are not a student studying at Solent you will need to provide evidence showing you are a full time student, this can be a valid student ID card or a letter from your college or University confirming you are studying with them.

If you already study at Solent then we will still ask to see your Student ID card so please make sure you have this or some other form of photographic ID to hand if submitting your application in person.

### **What we need from you**

When you apply, you'll need to print out and complete the Summer Application Form, this needs to be handed into the Accommodation Office, if you can't do this in person then you can email a scanned copy or post the form to us.

Please ensure you complete the correct form.

- Southampton Solent university students should complete the form entitled 'Solent University Students'
- Students wishing to stay in residences from other educational establishments should complete the form entitled 'Non Southampton Solent University Students'

We will need to see your student ID, so you'll need to show this to us if handing the form in or scan a copy and send this to us.

Payment information - you can provide this to us if you hand in your application form to the office but if we're not going to see you in person or someone else is making the payment for you, we will contact you once we've reserved a room for you with a request to call our office to provide the payment details. We will need you or the cardholder to call us as we can't take these details if they are emailed or posted.

### **How to complete the form**

Fill in all your personal information, even if you're only staying for one week and, chances are we won't need it, you need to complete the next of kin and medical information just in case of an emergency situation.

For the 'Dates of booking' you need to tick each week that you want to stay. Each week runs from midday Saturday to midday Saturday and the minimum period you can apply and pay for is one week. If you also want to bring a car with you, tick for each week you require.

Unless you are already living in the residences the earliest date you can move in is the 8 July 2017 - there are no exceptions to this. The latest you can stay is the 2 September 2017, again there's no way to extend this date so please make sure you make arrangements ahead of this date if you need a room past the 2 September.

If someone else is paying your fees or if you want our office to be able to discuss your fees with anyone other than yourself, you need to give us the name and who this person is on the 2<sup>nd</sup> side of the form under the Data Protection heading.

### **If we can offer you a room**

Once we process your application and are able to reserve a room for you, we will email you to advise you that a room is available for you for the dates you have requested.

If you have not already made a payment or given us card details we will ask you to call us to provide us with that payment information.

Once we have received the initial payment we will send you a Residence Agreement (contract) and arrival information (contract) **for the dates you have paid for**, this may mean the contract does not cover the total period you are staying for. A further Residence Agreement will be sent to you for future dates of stay once the payment has been received.

You will need to read the Terms of Residency and the Residence Agreement. If you agree to the Terms as stated you can then sign and return the agreement.

If you need any further information or advice on completing the application then contact the Accommodation Office on +44 (0) 23 8201 5040 or email [accommodation@solent.ac.uk](mailto:accommodation@solent.ac.uk)

### **Accommodation Team**

#### **ESTATES AND FACILITIES**

Accommodation Office,  
Andrews Building - Room A305  
East Park Terrace, Southampton  
Hampshire, SO17 1EH