

## Summer Residences 2017

## Non Southampton Solent University Students

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	

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

DATES OF BOOKING		ROOM	CAR PARKING
08/07/2017	15/07/2017	<input type="checkbox"/>	<input type="checkbox"/>
15/07/2017	22/07/2017	<input type="checkbox"/>	<input type="checkbox"/>
22/07/2017	29/07/2017	<input type="checkbox"/>	<input type="checkbox"/>
29/07/2017	05/08/2017	<input type="checkbox"/>	<input type="checkbox"/>
05/08/2017	12/08/2017	<input type="checkbox"/>	<input type="checkbox"/>
12/08/2017	19/08/2017	<input type="checkbox"/>	<input type="checkbox"/>
19/08/2017	26/08/2017	<input type="checkbox"/>	<input type="checkbox"/>

**Summer accommodation is only available for non Southampton Solent University Students from 08/07/2017 to 26/08/2017. No accommodation will be offered outside of these dates**

**Rooms** are charged weekly from Saturday to Saturday at a rate of £63.00 per week plus VAT a total cost of £75.60 per week  
**Car Parking** is £10.85 per week plus VAT a total cost of £13.02 per week

**Payment**  
**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 for payment amounts.**

**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
<b>Instalment 1</b>		<b>£75.60</b>	<b>£151.20</b>	<b>£226.80</b>	<b>£302.40</b>
Payment required prior to arrival	With Parking	<b>£88.62</b>	<b>£177.24</b>	<b>£265.86</b>	<b>£354.48</b>
<b>Instalment 2</b>		<b>£75.60</b>	<b>£151.20</b>	<b>£226.80</b>	<b>£302.40</b>
Due the Tuesday before the contract re-news	With Parking	<b>£88.62</b>	<b>£177.24</b>	<b>£265.86</b>	<b>£354.48</b>

**Example: Student staying for 7 weeks without parking. Total fees due are £529.20 First payment of £302.40 processed within 10 days of receipt of application form or date advised by student prior to arrival. Second Payment of £226.80 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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