

## STCL HomeStay / Student House Accommodation Booking 2014

Family Name(s)		First Name(s)	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	Nationality	
Student ID if you have it, from your CAS / visa letter		Telephone	
Date of Birth		E-mail	
STCL Course			
Name of second person (for twin room)			
<i>payment must be made at the same time for both persons</i>			

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

I would like accommodation from [start date] \_\_\_\_\_ to [end date] \_\_\_\_\_

- Minimum stay is 4 weeks. All prices are per person and per week
- Accommodation week normally starts on Saturday or Sunday
- An en-suite room (private bathroom) can be added for £45 per week; availability is limited
- Summer Supplement - add £15 per person, per week (28 June to 07 September 2014)
- Christmas & New Year - add £35 per person, per week (for weeks including 25/12/2013 & 01/01/2014)

**Home Stay accommodation**

- Single Room; Bed and Breakfast, Zone 3 - 4 ..... £137
- Single Room; Bed and Breakfast, Zone 3 - 4, Superior ..... £145
- Single Room; Bed and Breakfast, Zone 2 ..... £170
  
- Single Room; Bed, Breakfast and Evening Meal, Zone 3 - 4 ..... £165
- Single Room; Bed, Breakfast & Evening Meal, Zone 3 - 4, Superior ..... £182
- Single Room; Bed, Breakfast and Evening Meal, Zone 2 ..... £210

**Self Catering – Student House / Family**

Standard, Zones 3 - 4

Single Room, £150

Twin Room (£120)

*only available for couples travelling together*

Standard, Zones 2

Single Room (£170)

Twin Room (£135)

*only available for couples travelling together*

Superior, Zones 3 - 4

Single Room, £170

Twin Room (£135)

*only available for couples travelling together*

**Accommodation Booking Cost per person:**

Rent, £ \_\_\_\_\_ per week x 6 weeks (4 weeks rent + 2 weeks refundable deposit)

+ £60 Booking Fee

= TOTAL GBP/£ \_\_\_\_\_

## Your 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: \_\_\_\_\_

*A medical letter / certificate should be attached if appropriate. The information will be used to assess if an accommodation provider has the facilities to support your needs. These details will not be given to other persons organisations.*

Is it OK for you if the host has children under 12?  Yes  No

Do you smoke?  Yes  No

Do you have an allergy to, or dislike of, cats, dogs or other pets?  Yes  No

\* If Yes, please choose: no Cats  no Dogs  no cat, dog or any other pets

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

## Your Travel Arrangements

Arrival Date		Flight No	
Arrival Time		Airport	

## Air-Port Pick-Up / Transfer

Please arrange airport pick-up for me.

Cost:  Heathrow, £80  Gatwick, £95

If the driver waits for longer than 1 hour for you, there may be an additional fee

## CALCULATE and MAKE YOUR PAYMENT

I wish to make payment for accommodation £ \_\_\_\_\_ + airport pick-up (optional) £ \_\_\_\_\_

Total Amount = GBP/ £ \_\_\_\_\_

Please tick payment method

I enclose 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 debit the amount from this  Visa Card  MasterCard  Debit card (please indicate card type)

Account Number		Expiry / Thru Date	
Cardholder Name		3 security digits	

## AGREEMENT

**Please arrange Accommodation for me as requested above**

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

Signature		Date	
-----------	--	------	--

international.office@south-thames.ac.uk

+44 (0)20 8918 7096

# STCL HomeStay & Student House Accommodation Terms & Conditions 2014

Please keep a copy of this page for future reference

rev.09/2013

1. Accommodation bookings are per person, not per room. You may not have a person not specified on your booking staying in your room. There is a booking fee – for 2014, £60 per booking.
2. Your reservation / booking is not complete until we receive your £60 Booking Fee + 2 weeks' deposit + 4 weeks' rent (and any additional payments if required), and the airport transfer fee if you require airport pickup. We normally require this at least 5 working days before arrival.
3. We will make final arrangements for the details of your accommodation when:
  - i) you confirm to us – send us a scan – that you have received your UK visa, and
  - ii) you confirm to us the details of your flight and arrival in LondonNormally, we will send to you details of your accommodation and contact details of your host/landlord (and details of the airport transfer arrangements if you booked this) within 2 working days from when we receive confirmation of your visa and arrival details.
4. Accommodation weeks normally start on Saturday or Sunday. For a booking starting or finishing on a weekday, you will normally be charged for the full week.
5. Many hosts and landlords work during office hours, so 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 of the details of your arrival, or you do not arrive at your accommodation at the time and date you specified, the host may not be there to welcome you, and we cannot be responsible if there are problems because of this.
7. Late arrival and cancellation before arrival
  - The Booking Fee is not refundable.
  - Cancellation of accommodation within 14 days of the starting date: 2 weeks cancellation charge apply
  - If, after you confirm your arrival details and we confirm your booking, you arrive later than your specified arrival date, you must pay rent from the arrival date originally bookedAny exceptions to the above must be specifically agreed at the discretion of the College and the accommodation bureau .
8. After your arrival, you should communicate directly with your host / landlord or the accommodation bureau on most issues regarding your accommodation. The College International Support Office can be contacted for help if you cannot solve your problem with the host/landlord or accommodation bureau.
9. The frequency of your payments of your rent will be specified by your host / landlord or the accommodation bureau.
10. You should inform the Accommodation Bureau and host/landlord in advance about whether or not you want to stay in your accommodation during holidays between College terms.
11. 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.
12. 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.
13. Deposit:
  - Your 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
14. 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 Student House, you are responsible for keeping the apartment/house clean and tidy
  - If you have booked HomeStay, you are responsible for keeping your bedroom clean and tidy
15. The College or the accommodation organiser are not responsible for loss, theft or damage to your property and personal possessions during your stay in this accommodation
16. 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](http://www.south-thames.ac.uk/international) or ask us
17. 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
18. 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