



Halls of Residence Application and Allocation Terms and Conditions 2014-15

Applications

The Arts University Bournemouth cannot guarantee to offer a place to everyone who applies for a room in halls of residence.

Applications for a place in halls of residence must be received by 23rd May 2014, after which time places will be allocated.

Students may specify one or two choices of halls and room type. Not all halls of residence are available to students at all levels of study.

Applications are open to first year or direct entry students only. Students must have firmly accepted their offer to study at AUB before applying for a room in halls of residence.

First year undergraduate students who completed their foundation diploma at AUB in the previous two years are able to apply for a place in halls of residence but students who have not previously studied at AUB will be prioritised when allocating rooms.

No student is permitted to stay in halls for more than one academic year, except in exceptional circumstances and with the agreement of the allocation panel.

Students applying for a place in halls of residence should ensure that all relevant information is provided prior to the specified deadline, including agreement from a nominated guarantor. Failure to provide relevant information, or failure to respond within specified deadlines, will result in applications being rejected.

The Arts University Bournemouth requires a guarantor who confirms that they will be responsible for the rent and any additional costs (e.g. for damages) in the event that these are outstanding. No room will be allocated without this guarantee.

For any student under 18, the University requires the primary carer to provide parental agreement for the student to reside in halls of residence. No room will be allocated to any student under the age of 18 without this agreement.

Allocations

The University will endeavour to match students' first or second choice of halls and room type, but this cannot be guaranteed.

Allocation is at the sole discretion of the University, and will be determined by a panel comprising a Student Advisor, the Director of Academic Services and the Head of Student Services. Applications received after this time will be considered only in the unlikely event that some rooms remain unallocated. There is no right of appeal against the University allocations.

Disabled applicants, care leavers, or those with other relevant circumstances will normally be prioritised if they can demonstrate an impact on their accommodation requirements. Where appropriate, students should make this clear in their application and should provide evidence which is no more than 12 months old to support their application. Any sensitive personal information will remain confidential to the Senior Disability Officer and the allocation panel, and will be used to determine allocations.

Priority will also be given to international students, and those living overseas. Any remaining places are allocated to those whose home address is the furthest away from the University.

All applicants who meet the submission deadline will be advised of the outcome of the process by the end of June 2014. Unsuccessful applicants will also be provided with additional information about the University's Accommodation Days.

Allocation of adapted rooms will be made at the discretion of the Head of Student Services and the Senior Disability Officer.

Allocation is confirmed only when the University receives confirmed acceptance, the deposit/rent authority for the duration of the contract (e.g. credit/debit card authority), and all other relevant information.

Failure to respond to a room offer within the specified timescales will result in the room offer being withdrawn and the room re-allocated.

Halls of Residence Terms

The Arts University Bournemouth enters into a residence agreement in respect of each room in halls.

Rent for rooms in Halls of Residence is determined by the Halls Management Group. For the academic year 2014/15 rent is set at:

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| • Accessible room in Winton Halls | £107.00 per week |
| • Single en suite room on campus or in Winton Halls | £110.00 per week |
| • Double room in shared house in George Close | £110.00 per week |
| • Double en suite room in Winton Halls | £115.00 per week |
| • Single studio in Winton Halls | £120.00 per week |
| • Single en suite room in Madeira Road Halls | £129.00 per week |
| • Double studio in Winton Halls | £130.00 per week |
| • Single studio in Madeira Road Halls | £139.00 per week |

The duration of the residence agreement is as follows:

Prep HE students:	Tuesday 26 August 2014 – Saturday 13 June 2015
Undergraduate students:	Monday 1 September 2014 – Saturday 13 June 2015
Postgraduate students:	Monday 29 September 2014 – Saturday 19 September 2015

Students are required to vacate their rooms prior to 9.00am on the last day of the tenancy.

The deposit payable for 2014/15 will be £440.00, which is due upon acceptance of a room in halls. If deposits are not received from students within 10 days of University receipt of acceptance the room will be reallocated.

Deposits will be repaid by the Arts University Bournemouth as soon as possible after the end of the tenancy, minus any fines or deductions for damages, which will be itemised to the tenant.

Rent will be collected by the Arts University Bournemouth termly in advance by credit/debit card on or following the dates below:

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| • Autumn Term: | 8 September 2014 (Prep HE students) |
| | 29 September 2014 (Undergraduate students) |
| | 6 October 2014 (Postgraduate students) |
| • Spring Term: | 12 January 2015 |
| • Summer Term: | 6 April 2015 |
| | 15 June 2015 (Postgraduate students only) |

An administration charge of £25.00 may apply if the University is unable to collect the rent on the due date as a result of insufficient funds being available. This will be deducted from the deposit held by the University.

Cancellations

Cancellations due to the terms of a conditional offer or international visa not being met will not incur penalties if notified to the University as soon as is reasonably possible.

Students who accept a place in halls, but who subsequently decline a place at AUB and withdraw their halls application at least 4 weeks prior to the start of the tenancy agreement, will be refunded their deposit, minus an administration charge of £50.00. Students who fail to give the required notice will be subject to the terms below.

Cancellations for any other reason cannot be made unless the University is able to let the room to another student. In this event, a charge of £100.00 would be made to the outgoing student to cover the additional administrative and cleaning costs involved.

Students withdrawing from the University and leaving halls will not be refunded their deposit as this will be held in lieu of notice. However, any overpayment of rent will be refunded after the student has left the University and moved out of halls.

In the event that a student is asked to leave the University, they will receive 4 weeks' notice, upon completion of which the residence agreement will be terminated.

Additional costs

Students who wish to change rooms will be charged a fee of £50.00 to cover additional cleaning and administrative costs.

The University reserves the right to administer charges to cover additional administrative or material costs, or to fine students who fail to comply with the Halls Regulations. Possible charges are detailed in the halls handbooks and on the AUB student portal and are reviewed on an annual basis. Copies of the halls handbook and the additional charges are available from Student Services.

Conduct

Misconduct in halls or any breach of AUB policies or halls of residence regulations will be dealt with in accordance with the AUB's Student Disciplinary Procedure.

The University operates a system of collective responsibility which means that where an individual(s) cannot be identified as responsible for any damage or other disciplinary matter, then those residents whom the Arts University deems most likely to be responsible will be held jointly liable (Note: in reaching this judgement, the Arts University will not consider individual statements of innocence).