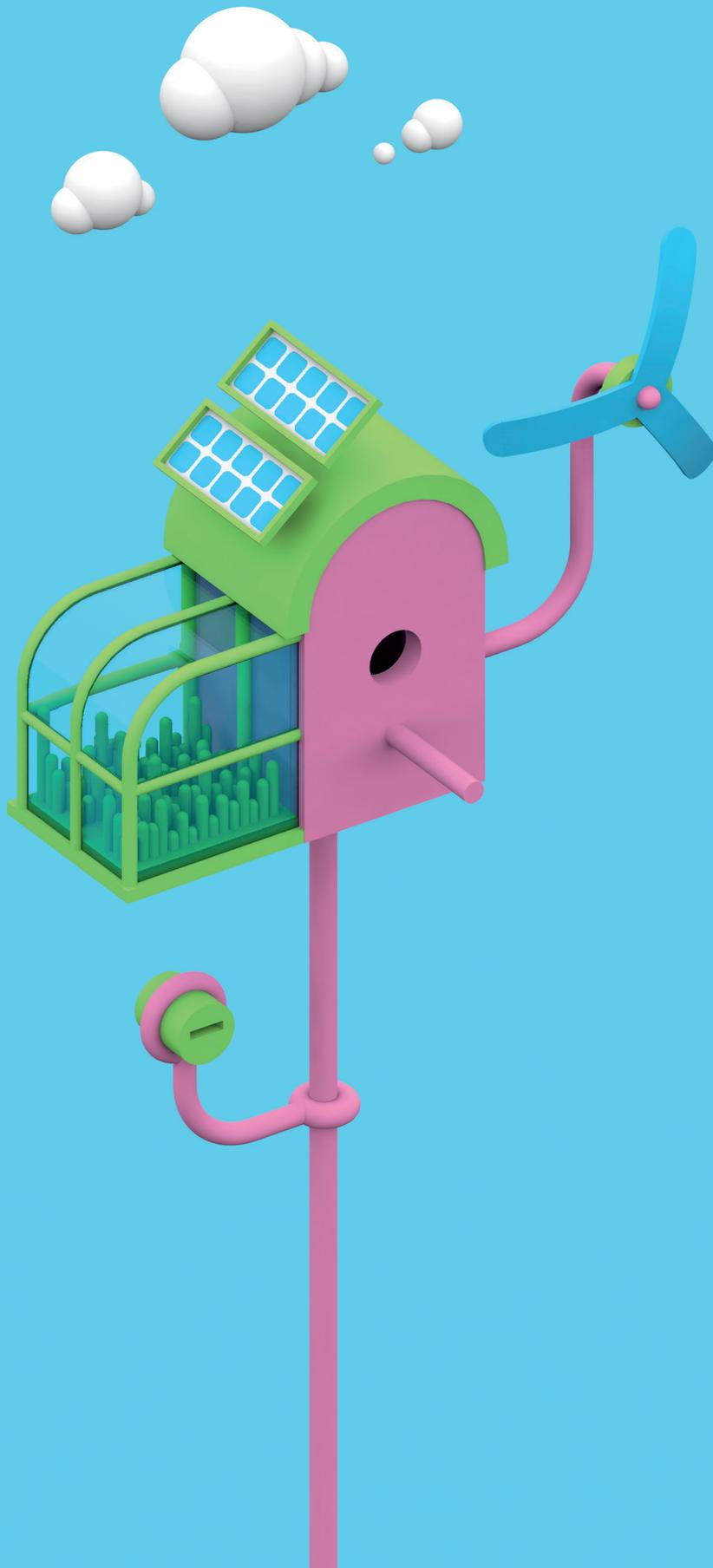




HALLS OF RESIDENCE
TERMS & CONDITIONS
2018-19



APPLICATION

The Arts University Bournemouth (AUB) 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 25th May 2018, after which time places will be allocated.

Applications received after the closing date will be considered only in the unlikely event that some rooms remain unallocated.

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

Applications are open only to first year or direct entry students with a firm or conditional offer to study at AUB. 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.

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.

AUB 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. Please ensure you provide accurate details for the person who has agreed to act as your guarantor. No room will be confirmed without this guarantee.

For any student under 18, AUB 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. Please note that students living in halls are not segregated by age or gender.

ALLOCATION

Allocation is at the sole discretion of AUB; there is no right of appeal against allocation of rooms in halls.

AUB will endeavour to match students' choice of halls and room type, but this cannot be guaranteed.

Applications from 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. Failure to provide relevant evidence will mean that individual circumstances cannot be considered when allocating rooms.

Allocation of accessible rooms will be made at the discretion of the Head of Student Services and the Senior Disability Officer. Please note that any personal details entered in the halls application may be accessed by AUB Student Services and halls of residence staff.

Priority will also be given to international students and those living overseas. All remaining places will be allocated to those whose home address is the furthest away from AUB, based upon postcode.

All applicants who meet the submission deadline will be advised of the outcome by the end of June 2018. Unsuccessful applicants will be provided with information about any waiting list for halls, and details of AUB's Accommodation Days.

Allocation is confirmed only when AUB receives confirmed acceptance, the deposit and rent authority for the duration of the residence agreement (e.g. credit / debit card authorisation), guarantor agreement, 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.

DEPOSIT & RENTAL PAYMENTS

AUB enters into a residence agreement in respect of each room in halls.

For the academic year 2018/19 rent is set at the following per week:

- Winton Halls, *Accessible room*: **£125**
- Winton Halls, *Single en suite room*: **£130**
- Winton Halls, *Double en suite room*: **£135**
- Winton Halls, *Single studio*: **£150**
- Winton Halls, *Double studio*: **£155**
- Madeira Road Halls, *Single en suite room*: **£145**
- Madeira Road Halls, *Single studio*: **£160**
- Bath Road Halls, *Single studio*: **£160**
- Bath Road Halls, *Double studio*: **£165**
- Bath Road Halls, *Large double studio*: **£175**
- Hurn House, *Single en suite room*: **£145**
- Hurn House, *Single Studio*: **£160**
- Hurn House, *Double Studio*: **£165**
- Hurn House, *Large Double Studio*: **£175**
- Deposit: **£480**

RESIDENCE AGREEMENT DATES

- Pre-Sessional & Undergraduate students:
Monday 23 July 2018 – Saturday 15 June 2019
- Prep HE students: *Monday 20 August 2018 – Saturday 15 June 2019*
- Undergraduate students: *Monday 3 September 2018 – Saturday 15 June 2019*
- Postgraduate students: *Monday 17 September 2018 – Monday 9 Sep 2019*

Students are required to vacate their rooms prior to 10.00am on the last day of the tenancy.

The deposit payable for 2018/19 will be £480.00, 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 AUB as soon as possible after the end of the tenancy, usually within 28 days, minus any fines or deductions for damages, which will be itemised to the tenant.

RENT COLLECTION DATES

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

Autumn Term:

- 22 August 2018 (*Prep HE students*)
- 24 September 2018 (*HE students*)
- 25 July 2018 (*Pre-sessional & UG students*)
- 28 September 2018 (*Postgraduate students*)

Spring Term:

- 09 January 2019 (*Prep HE, HE, Pre-sessional & UG students*)
- 30 January 2019 (*Postgraduate students*)

Summer Term:

- 25 April 2019 (*Pre-sessional & UG students*)
- 29 May 2019 (*Postgraduate students*)

Please note that the rent is paid termly. Therefore the instalment amounts will vary according to the length of the terms, with the first term being longer than the final term.

CANCELLATIONS

Cancellations due to the terms of a conditional offer or international visa not being met will not incur penalties if notified to AUB 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 prior to the start of the tenancy agreement, will be refunded their deposit.

Students who accept a place in halls but who do not move in, and who decline a place at AUB after the start date of the residence agreement, will be refunded their deposit, minus any rent due since the start of the residence agreement.

Students withdrawing from AUB and leaving halls after moving in 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 AUB and moved out of halls.

Cancellations for existing tenants cannot be made unless AUB is able to let the room to another student. In this event, a charge of £50.00 will be made to the outgoing student to cover additional administrative and cleaning costs.

In the event that a student is asked to leave AUB, 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. If AUB is not able to collect the rent on the due date(s) because of insufficient funds or incorrect card details, a charge of £25.00 will apply. In the event of failure to pay rent within 14 days of the due date, AUB will contact the named guarantor for payment.

AUB 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.

LIVING IN HALLS

All students living in halls have a responsibility to be a good neighbour. Any breach of the halls terms and conditions or the residence agreement may result in disciplinary action in accordance with the AUB Student Disciplinary Policy.

AUB requires students to conduct themselves at all times in a responsible and proper manner towards other students, guests, AUB staff and representatives.

Between the hours of 11.00pm and 8.00am students should not cause any noise which is audible outside of their room. All halls are strictly no smoking (including the use of all types of e-cigarette).

The use of any item which increases the risk of fire or injury (e.g. dartboards, candles/naked flames or additional heaters) is not permitted in halls, so students should not bring these items to halls.

Additional furniture cannot be brought into the halls. The keeping of illegal or hazardous substances, firearms or any dangerous weapon is strictly forbidden and may result in immediate eviction from the halls.

The right to retain packages at halls reception and to require students to open them in front of a member of staff is reserved. Any contents will be kept entirely confidential, and action will only be taken if the contents would breach the halls of residence regulations.

Students are responsible for ensuring that all electrical items brought into halls are safe, used correctly and comply with the relevant British legislation. Any unsafe items will be held by the University and returned upon leaving halls. It is students' responsibility to arrange collection; any items not collected within two weeks of leaving will be disposed of. Please note that the standard voltage in halls of residence is 230v.

Students bringing a television must purchase a television licence. Occasional overnight guests are permitted at the goodwill of AUB. Students must not sublet or allow anyone to use their room in their absence.

Pets, of any kind, may not be kept.

There is no student parking at any AUB halls of residence.

Student residents are responsible for keeping their room and flat or house in a clean and tidy condition. Students are required to maintain a safe environment to ensure that AUB staff and/or representatives are not subject to hazard when entering the halls.

AUB ACCESS TO ROOMS

A representative of AUB has the right of access to residents' rooms' at all reasonable times. Prior notice will be given, other than emergencies. In addition, please note that regular inspections and random health and safety checks take place throughout the year.

INTERNET ACCESS

AUB reserves the right to restrict the internet usage as required. Any interruption to internet services will be responded to in the next working day. Broadband internet access is provided in all halls and is included in the rent. Please note that wireless access is not guaranteed in all areas.

DAMAGES & MISCONDUCT*

Charges will be incurred for smoking, damages and vandalism. Charges for damage to communal areas such as kitchens or hallways will be divided by all residents or users unless individual responsibility can be identified.

Smoking, covering smoke detectors, and/or allowing others to smoke in your room, flat or house, will result in an automatic fine. All smoking rules apply equally to all forms of e-cigarette. Tampering with and/or activating of fire alarms will result in an automatic fine as well as a charge for any costs incurred including the cost of fire brigade attendance. Repeat offences will result in disciplinary action and possible eviction.

Students will be required to reimburse AUB for the cost of any damage to property as a result of his / her actions. Students are responsible for the behaviour of their invited guests, and will be liable for the cost of any damage they may cause. This will be in addition to any penalty (including a fine).

Students are required to report any loss, breakage or damage to AUB promptly.

AUB 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 AUB deems most likely to be responsible will be held jointly liable. (Note: in reaching this judgement, AUB will not consider individual statements of innocence.)

The cost of any loss or damage will be deducted from the deposit payment. Misconduct or breaches of these terms and conditions will be dealt with in accordance with the AUB Student Disciplinary Procedure.

In applying the Student Disciplinary Procedure to incidents relating to AUB accommodation, the Head of Student Services will fulfil the functions of the Course Leader, and the Director for Student Experience will fulfil the functions of the Dean of Faculty. The student's Course Leader will also be notified of any penalty imposed.

In the most serious circumstances, serious misconduct might result in the suspension or permanent exclusion of a student from AUB.

If the disciplinary procedure results in eviction, the Director for Student Experience will serve a notice to quit, giving 4 weeks' notice for the student to vacate his / her room in halls. Any deposit or overpayment of rent due after the notice period will be refunded to the student, minus the cost of any fines and / or costs.

Students will be required to reimburse AUB for the cost of any damage to property as a result of his / her actions. This will be in addition to any penalty (including a fine). Any charges will be itemised and can be viewed in the online halls of residence statement.

Copies of all AUB policies are available on the MyAUB student portal, or from AUB Student Services.

Indicative Charges

Health and safety (£100 each):

- Smoking or allowing others to smoke in room
- Fire extinguisher used without due cause
- Replacement fire blanket after improper use
- Smoke detector covered or tampered with
- Fire Alarm activation

Cleaning and decorating:

- Room cleaning, up to: **£80**
- Carpet cleaning, up to: **£80**
- Removal of rubbish: **£50**
- Repainting of wall (per wall): **£35**
- Blocked sink: **£30**

Replacement:

- Lost keys: **£100**
(first occasion resulting in summer lock change)
- Subsequent lost keys: **£20**
- Entry fobs or cards: **£35**
- Mattress: **£200**
- Desk: **£80**
- Desk chair: **£45**
- Bed: **£230** or cost
- Wardrobe: **£250**
- Fridge freezer: **£400**
- Cooker: **£300**
- Microwave: **£85**
- Combination microwave: **£150**
- Vacuum cleaner: **£100**

UUK/ANUK CODES OF PRACTICE

AUB complies with the UUK and ANUK Codes of Practice for the management of student housing.

The UUK/Guild HE and ANUK codes were developed specifically for educational establishments. Members of the Code are independently audited to ensure that halls of residence meet specified standards. More information on the Code can be found at: uukcode.info and anuk.org.uk

Links to these codes can be found on AUB accommodation webpages.

COMPLAINTS

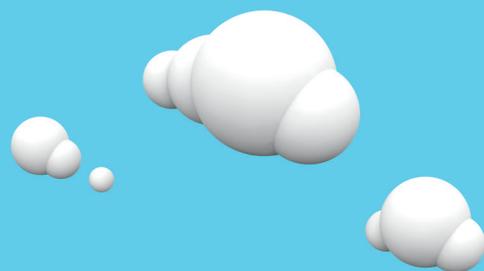
Any complaints relating to living in AUB halls of residence should be directed to halls management staff in the first instance.

If this does not result in a satisfactory conclusion students are encouraged to contact AUB Student Services to discuss the matter.

Students are entitled to make use of the Student Complaints Procedure, details of which can be obtained from AUB Student Services.

CONTACT

AUB Student Services
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