



ACCOMMODATION REQUEST FORM  
2018- 2019 SESSION

Surname:		First Name:	
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Male	Female	Date of Birth:		Age:
Nationality:		Student Reference:		

Home address:		Address you would like your offer sent to (if different)
Tel no:		_____
Mobile no:		_____
E-mail address:		_____

<b>Course of study:</b>	FDeg/BSc/BA/Integrated Masters/Postgrad (circle as applicable)	<b>Year of Study 2018-19</b>
	Course:	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> <small>Circle as applicable</small>

Please check/complete the above details and amend/add if applicable then complete the details (overleaf) and return this form to the Accommodation Office. Room offers for first years will be sent out from March/April onwards. A room deposit/admin charge of £225 will then be payable.

**Please note that you will be applying for accommodation for the course as detailed above. Main courses and pre-sessional courses are treated as separate contract periods and accommodation in the same hall/ room for both courses cannot be guaranteed.**

Students may apply for accommodation on campus providing:

- Writtle is your first choice for study;
- You are over 18 years of age or are under 18 studying on a Higher Education course (subject to Terms and Conditions);
- You have received a course offer and have accepted it;
- You will be studying on a full-time academic programme;
- You are continuing studies on a full-time academic programme (returnees).

**LENGTH OF CONTRACT / FEES**

- For those commencing courses in September, halls contracts will be for a full Residential Session, 37 weeks for Higher Education programmes or 42 weeks for Further Education programmes, (pro rata if you apply after the start of the residential session).
- Students studying on Postgraduate programmes may apply for addition periods in halls (subject to availability).
- Pre sessional students will be expected to stay in halls for the full period of the pre-sessional course.
- The length of contract and the fees will be detailed in your offer letter.
- Fees are payable in three instalments which may not be equal.
- Details of the halls and fees can be found on the University College website [www.writtle.ac.uk](http://www.writtle.ac.uk) Please read the Accommodation Guide and Residential Handbook, both available on the website, before completing this application.

Should you have any queries, please do not hesitate to contact us (details below).

Please return this form to:

**The Accommodation Office, Writtle University College, Lordship Road, Chelmsford, Essex CM1 3RR, UK**  
Tel: +44 (0)1245 424212 e-mail: [accommodation@writtle.ac.uk](mailto:accommodation@writtle.ac.uk)

**APPLICATION FOR A PLACE IN HALLS OF RESIDENCE.**

(All Halls of Residence are non-smoking)

**ACCOMMODATION FOR MAIN COURSE OF STUDY:**

<p align="center">Type of room available. All rooms single occupancy only (unless stated otherwise) All prices per person Single beds (unless indicated). Fees include meal allowance, utilities, cleaning provision, internet &amp; safe.</p>	<p align="center">*Hall Fees HE (Higher Education) 37 weeks *(pro rata for other periods)</p>	<p align="center">*Hall Fees FE (Further Education) 42 weeks *(pro rata for other periods)</p>	<p align="center"><b>ROOM PREFERENCE</b> Please indicate your room preferences by numbering each box from 1 - 6 (1=1<sup>st</sup> preference)</p>
<p align="center"><b>Large single ensuite.</b> Hamilton / Tabor 2 (double bed)</p>	<p><b>£5,970</b></p>	<p><b>N/A</b></p>	
<p align="center"><b>Standard single ensuite</b> Maddison / Tabor (1,3)</p>	<p><b>£5,600</b></p>	<p><b>N/A</b></p>	
<p align="center"><b>Standard single with basin</b> Harvey / Dent</p>	<p><b>£5,008</b></p>	<p><b>N/A</b></p>	
<p align="center"><b>Large single no basin</b> Strutt (double bed)</p>	<p><b>£5,008</b></p>	<p><b>N/A</b></p>	
<p align="center"><b>Standard single no basin</b> Gill / Strutt (small)</p>	<p><b>£4120</b></p>	<p><b>N/A</b></p>	

**DISABILITY/MEDICAL (\*delete as applicable)**

Do you have any disability/medical condition that we need to be aware of \* **YES/NO** (if yes, please give details below). If special provision or priority consideration is required please provide information including medical evidence.

**BEDDING BALES**

Bedding Bales available to purchase (payment must be made with deposit). * Please tick if required.	*Single £25		*Double £35	
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**ACCOMMODATION - OFF CAMPUS**

If you would like details of local off campus accommodation, please go to [studentpad.co.uk](http://studentpad.co.uk) (Password accessible - available from Feb/March). We can also provide further lists of local lodgings – please tick box if you are interested.   
Current students can also access additional local housing/lodgings lists via Moodle/Accommodation.

**Signed:** ..... **Dated:**.....

**For Office Use Only:**

Date Received:	Room Allocated:	Offer issued:	Agreement returned:	Deposit/payments received:
Unit-e/fees			Meal allowance	Halls sheet