

## ACCOMMODATION DEPOSIT

### How do I make payment of the accommodation deposit and how much is it?

The accommodation deposit is £250 for single rooms (£360 for studios.) The following methods can be used to make payment:

- Online at [www.brunel.ac.uk/courses/paying-your-fees](http://www.brunel.ac.uk/courses/paying-your-fees)  
After payment has been made online you will receive a confirmation email. Please note that online payments can take up to 4 days (if paid during the weekend) to reach your account with Brunel University.
- By credit/debit card through the University Cash Office on +44 (0)1895 265 264. Payment will reach your Brunel University account on the following working day.
- By a Bank Transfer to the following account:  
**HSBC Brunel University** – Account Number: 00183849 Sort Code: 40-45-08  
**SWIFT/BIC** – MIDLGB2109L (Bank Identity Code)  
**IBAN** – GB76MIDL40450800183849 (International Bank Account Number)

If you choose the Bank Transfer method, please forward a copy of the Bank Transfer receipt to the Accommodation Office by fax to +44 (0)1895 269 793 or by email to [accom-uxb@brunel.ac.uk](mailto:accom-uxb@brunel.ac.uk) Please remember to include your full name and Brunel student number on the Bank Transfer document to help us identify your payment.

### I am an international student, how do I make payment?

You can make payment to Brunel International or by one of the methods above.

### I have given my card details for my deposit payment; will my card details be used for my instalment fees?

After your deposit payment is taken the card details will not be used for instalment payments.

### What happens to my deposit after I move in?

Your accommodation deposit for session 2011/12 is reserved and credited against your final instalment of accommodation fees. This amount will be credited to your final instalment amount on your Tenancy Agreement.

### I can't pay my accommodation deposit, what will happen with my allocation?

If you are unable to pay your deposit by the deadline date printed on your Tenancy Agreement then regrettably, your allocation will be cancelled. If you are a new student, you are welcome to apply again when you have the means to pay your deposit, however this may restrict the options available to you. Returning students should consult the Residences Rules & Regulations for further information.

### What happens if I cancel my allocation before I take up residence?

The latest you can withdraw from your Tenancy Agreement without charge is 7 days before the start of the tenancy period. If you cancel after this your deposit is retained by the University (new students only.) If you are a returning student please see the Residences Rules & Regulations for further information.

## ACCOMMODATION FEES

### What are the accommodation costs per week?

Accommodation fees for 2011/2012 are as follows:

**Standard** – £90.86 per week

**Ensuite (corridor layout)** – £113.75 per week

**Ensuite (flat layout)** – £115.78 per week

**Studio flats for co-habiting couples** – £174.02 per week

If a resident has been issued with a Tenancy Agreement for 2010/11 until 9/9/11 and has accepted their Tenancy Agreement and paid their deposit for a Tenancy Agreement for 2011/12, then under certain circumstances students will be allowed to remain on campus between the end date of one contract and the start of the other. Charges will apply for extra nights at the nightly rate for 2010/11. A separate invoice will be produced for this charge, which should be paid by 26 October 2011. The charge for this period will not be included in the resident's new Tenancy Agreement for 2011/12.

### Do I have to pay my accommodation fees in one payment?

Residents will be charged accommodation fees for the tenancy period stated in their Tenancy Agreement. You will receive only 1 payment schedule from the Finance Office in October. You may choose to pay your fees in full in advance, or accommodation fees can be paid in three termly instalments by undergraduate students and four termly instalments by postgraduate/research students as follows:

| Payment Date                        | Accommodation Period                  |
|-------------------------------------|---------------------------------------|
| 26 October 2011                     | 18 September 2011 to 31 December 2011 |
| 11 January 2012                     | 1 January 2012 to 14 April 2012       |
| 23 April 2012                       | 15 April 2012 to 25 May 2012          |
| 31 May 2012<br>(postgraduates only) | 26 May 2012 to 07 September 2012      |

The University prefers fees to be paid by Direct Debit, which will be collected on the payment dates above. Students will be advised on how to access and complete a Direct Debit mandate when they are sent their Tenancy Agreement. Details of how to access and complete a Direct Debit are available at [www.brunel.ac.uk/courses/paying-your-fees](http://www.brunel.ac.uk/courses/paying-your-fees)

N.B. Direct Debits cannot be set up for the Summer Vacation period, the interim period before the start of your Tenancy Agreement for session 2011/12 or to pay your accommodation deposit. You need to cancel your Direct Debit upon terminating your contract by contacting your bank.

### What happens if I don't pay the accommodation fees by the payment date?

A charge of £50 (to cover banking and administration charges) will be added to your Brunel account by the Finance Office for each instalment of accommodation fees not paid on or by the due date. A further charge of £50 will be incurred for every subsequent payment date on which an instalment remains unpaid. For further information please refer to the Residences Rules & Regulations.

### What if I wish to vacate my room before the end of my contract – will I get a refund?

Please refer to the Accommodation Office's "Time to Leave Residences?" leaflet and/or the Residences Rules & Regulations for further information on early termination of your accommodation contract. Both can be found at [www.brunel.ac.uk/life/accommodation/publications](http://www.brunel.ac.uk/life/accommodation/publications).

## GENERAL INFORMATION

### What if I collect my keys early, will I be charged and when?

Yes – where early entry is arranged with the Residences Office the resident will be charged accommodation fees at the appropriate daily rate and will be separately invoiced.

### What happens if I do not arrive on my tenancy agreement start date?

Fees are payable from the Tenancy Agreement start date. A room that remains unoccupied one week after the start of the tenancy period will be reallocated unless the student has informed the Accommodation Office of their late arrival in writing. If notification of late arrival is not received, the Accommodation Office will try to contact the student before the room is reallocated. The deposit will be retained by the University to cover the additional administration expenses. This includes residents who are unable to take up the accommodation because of a delayed or rejected Visa application. Please refer to the Residences Rules & Regulations for further information.

### If after taking up residence I decide to leave accommodation, can I cancel my Tenancy Agreement?

Under certain terms and conditions you are able to cancel your contract. It is important that you refer to the Residences Rules & Regulations for further information. These can be found at [www.brunel.ac.uk/life/accommodation/resregulations](http://www.brunel.ac.uk/life/accommodation/resregulations). The Tenancy Agreement and the Residences Regulations are governed by English Law which international students may find quite different to the law that applies in their own country. Take advice before signing if you feel you need it.

### How can I contact the Accommodation Office?

**Address:** Accommodation Office, Brunel University, Kingston Lane, Uxbridge UB8 3PH, UK

**Call Centre:** +44 (0)1895 267 900

**Text/SMS (Text messaging service):** +44 (0)7860 023 026

**Fax:** +44 (0)1895 269 793

**Email:** [accom-uxb@brunel.ac.uk](mailto:accom-uxb@brunel.ac.uk)

**Website:** [www.brunel.ac.uk/life/accommodation](http://www.brunel.ac.uk/life/accommodation)

You will be able to find further information sheets at the Accommodation Office during your stay at Brunel. Your feedback is important to us.

*Customer Promise – 'Staying on Track for Quality Service'*