

How do I apply for accommodation?

When the University makes you a formal offer, and issues you with your Brunel University student number, you will be asked if you require on-campus accommodation. You will also be sent a preference letter/email from the Accommodation Office asking you to complete an online preference form at www.brunel.ac.uk/accommodation/pref. You will be asked to select an option of ensuite or standard accommodation and provide a contact number and e-mail address. Further information can be found at www.brunel.ac.uk/life/accommodation. If you are interested in applying for accommodation for co-habiting couples in our campus studio flats please visit www.brunel.ac.uk/life/accommodation/application/studio.

When will I find out if I have a room?

Postgraduate and Research students who have firmly accepted an unconditional course offer and who have applied for accommodation by 1 September 2011 will be allocated before students who are waiting to confirm their results. These students should expect to have received their allocation information by the second Wednesday in September. Allocations will begin in July and will continue until the start of the session and beyond if availability permits.

How do I find out if I have a room?

If you have provided the University with your e-mail address, details of your accommodation offer will be sent to you via e-mail. You should check your e-mail address regularly so that you can respond to your offer in good time. Please ensure that you check both your inbox and junk mail folders and ensure you have not met your e-mail limit. If you have not provided your e-mail address your Tenancy Agreement will be sent by post but this process will take longer. If you have provided a mobile number, the Accommodation Office can text an alert to you to help remind you to meet important deadlines.

Some of you may be travelling so please ensure that someone responsible is home to deal with the

paperwork/email in your absence so that you do not lose your allocation. In previous years students who applied later in the summer have also been allocated.

How do I secure a room on campus?

When you are offered a room you will be asked to accept a Tenancy Agreement and pay a deposit (currently £250 but under review) by cleared funds (card payment or cash) by a deadline date stated on your Tenancy Agreement. This confirms your booking.

What happens to my deposit for accommodation?

Your deposit will be credited towards your final instalment of accommodation for session 2011/12.

Will I live with other postgraduates/researchers?

Postgraduate/Research students are grouped together within the residences. A number of rooms are reserved specifically for full time Postgraduate and Research students.

What happens if I don't get my preferred type of accommodation?

As some types of accommodation are over subscribed, obtaining your first preference cannot be guaranteed and an alternative may be offered. You will receive only one offer.

How long can I live in my room?

Tenancy Agreements usually start from the weekend prior to the start of the autumn term until one week before the beginning of the next session. If you need accommodation beyond this date you must make your own arrangements. Research students can stay on-campus for up to 3 years (subject to Accommodation Office terms and conditions).

Please Note: Your contract may end prior to the submission date for your dissertation. You will not be able to extend your contract beyond its end date.

How much will the accommodation cost?

Rent levels for 2011/2012 are as follows:

Standard	£90.86	per week
Ensuite flat layout	£115.78	per week
Studio Flats for co-habiting couples	£174.02	per week

Can I bring my family?

We do offer a limited number of studio flats on campus for co-habiting couples - please contact the Accommodation Office for further details. If you wish to secure a place for you and your children please contact the Housing Office who will assist you in arranging off campus housing on +44 (0) 1895 266187. There is no accommodation on campus for children.

How do I pay the Accommodation Fees?

The university prefers accommodation fees to be paid by Direct Debit. Information on how to set up a Direct Debit will be provided with your allocation details. For postgraduates/researchers accommodation is paid in four termly instalments. The payment months are October, January, April and May. The payment amounts and specific dates can be found on your Tenancy Agreement.

Are there regulations that I should be aware of?

The Tenancy Agreement and the Residence 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. A copy of these can be found at www.brunel.ac.uk/life/accommodation/resregulations.

You will be able to find further information sheets at the Accommodation Office or at www.brunel.ac.uk/life/accommodation/publications

How can I find out more information?

This information is a brief summary of accommodation information for postgraduates/researchers. For further information please visit the Accommodation Office website www.brunel.ac.uk/life/accommodation or contact a member of staff at the Accommodation Office.

PLEASE NOTE: All information contained in these notes has been checked and is correct at the time of publication but may be subject to change at any time. The University reserves the right to reasonably alter its Accommodation Policy at any time that it considers appropriate.

How can I contact the Accommodation Office?

Call Centre: +44 (0) 1895 267 900

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

Fax Number: +44 (0) 1895 269 793

Email: accom-uxb@brunel.ac.uk

Website: www.brunel.ac.uk/life/accommodation

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