

### **Will students who enter the University via the Clearing/Adjustment route be allocated on-campus accommodation?**

Full-time undergraduate students entering the University through the Clearing/Adjustment process starting in August are considered for campus accommodation after Main Scheme students have been allocated and subject to availability. We normally are able to accommodate approximately 150 Clearing/Adjustment students. Students entering through the Clearing/Adjustment process who wish to secure alternative accommodation early should contact the University Housing Office for information on University managed off-campus housing and local private sector housing options. Allocation of rooms will continue up to and beyond the start of session 2011/12. Students will normally be allocated in order of their acceptance date through Clearing/Adjustment.

### **How do I apply for accommodation?**

Please complete our online room preference form which can be found at [www.brunel.ac.uk/accommodation/pref](http://www.brunel.ac.uk/accommodation/pref). This can be completed by Clearing/Adjustment students only after you have received a course offer at Brunel, and have been given a Brunel Student number.

### **How and when will I hear if I have a room allocation?**

If we are able to offer you a room, and to speed up the process, the Accommodation Office would prefer to send details of your allocation by e-mail. If this is an option that you would like to take advantage of then please visit [www.brunel.ac.uk/accommodation/pref](http://www.brunel.ac.uk/accommodation/pref) to confirm your e-mail address. Please check your e-mail account, inbox and junk mail folders, on a regular basis and ensure that you are not close to reaching your storage limit as you will risk not receiving your allocation information. If you have provided a mobile number, the Accommodation Office will text an alert to you to help remind you to meet important deadlines.

**NB The Accommodation Office will endeavour to allocate your preferred type of accommodation; unfortunately due to demand this cannot be guaranteed.**

### **What do I need to do to accept my room offer?**

Before accepting you should make sure you read, fully understand and agree to the terms of the Residences Regulations and the Tenancy Agreement as together they create legally binding obligations. A copy of the Residences Regulations 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. Please take advice before signing if you feel you need it.

If you have supplied the University with an e-mail address you will be able to accept your Tenancy Agreement online. Please follow the instructions given in your allocation e-mail and ensure you meet the stated deadline and print off a copy for your records.

If you have received a hard copy of your Tenancy Agreement you need to read the offer terms, sign and date the Tenancy Agreement and return it to the Accommodation Office. You need to pay a deposit (currently £250 but under review) by cleared funds (card payment or cash) to the Cash Office on +44 (0)1895 265264 by your deadline date.

## How much will my room cost?

The rents 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 cohabiting couples	£174.02 per week

After you have taken up residence your invoice for accommodation will be sent via internal mail directly from the Finance Office with details of how and when to pay.

## I no longer require a room on campus, what do I need to do?

If you do not require accommodation on campus then please inform the Accommodation Office by e-mail or text at your earliest convenience.

## I want to live off campus, can you help?

Please contact the University Housing Office who will offer you support in securing local off-campus accommodation.

**Housing Office Tel:** +44 (0)1895 266 187

**Fax Number:** +44 (0)1895 269 799

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

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

## How can I find out more information?

If you require further information regarding the Halls of Residence please visit [www.brunel.ac.uk/life/accommodation/residences](http://www.brunel.ac.uk/life/accommodation/residences). A wide range of information regarding the halls can be found here including room sizes and photos of the typical types of rooms available in each Residence.

**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. This information is a brief summary of accommodation information for Clearing/Adjustment Students. For further information please visit the Accommodation Office website [www.brunel.ac.uk/life/accommodation](http://www.brunel.ac.uk/life/accommodation).

If you need to contact the Accommodation Office we advise that you do this via e-mail, as the office is extremely busy during the allocation period.

## 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](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 and on our website at [www.brunel.ac.uk/life/accommodation/publications](http://www.brunel.ac.uk/life/accommodation/publications)

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