**Accommodation in McMillan Student Village**

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**1. Applying for Accommodation in McMillan Student Village**

* **How do I apply?**

**Application to McMillan Student Village for new students opens on Friday 5th May at 12:00pm.** All new students will be sent information by email about McMillan Student Village (to the email address provided during the application process) on **2rd May** so you’re ready to apply from the **5th May.**

Applications can only be made online. Should you have any difficulties making an application, please contact us at studenthalls@trinitylaban.ac.uk.

Students of Trinity Laban may not apply for rooms directly with McMillan Student Village without written permission from the Accommodation Officer at Trinity Laban.

## Do I need to include a deposit?

**Your application form must be accompanied by a £250 deposit**. Please follow this link: <http://shop.trinitylaban.ac.uk/> to pay. If your application is successful this will become your security deposit and it will be returned to you less any deductions for repairs, cleaning etc., no later than 4 weeks after you vacate your room subject to you providing us with your bank details. If your application is unsuccessful this deposit will be returned to you.

* **How are rooms allocated?**

Rooms are allocated on a first come first served basis, by date and time of receipt of your £250 holding deposit, with priority given to new undergraduate students and disabled students with sensory impairments and those who may have difficulties with physical access in private rented accommodation. **Please note that current students starting a new course will be treated as current students, not new students.**

* **Does everyone who applies for accommodation get a room?**

We have a limited number of rooms available so are not able to guarantee that every application will be successful although we try our best to accommodate everyone. It is not always possible to allocate your first choice of room type – cluster rooms are very limited.

Students who are only attending the Conservatoire for one term/semester are not able to apply for the duration of their programme – all rooms are for one academic year only.

* **How can I guarantee that I will be allocated a room?**

The best way to avoid disappointment is to return your application form as soon as possible. You can apply for up to four different types of rooms on your application form, although you can apply for just one type of room if you prefer. The more room choices you select, the greater your chance of being allocated a room.

* **Are there rooms with disabled facilities?**

There are Studio Flats available with disabled facilities. Please give further details of any special requests you may have when answering question 19 on the application form.

* **Can I make a request to share with friends?**

Unfortunately we are unable to fulfil this type of request. If you have any other special requests, especially if it is related to a disability then please contact studenthalls@trinitylaban.ac.uk. We do our best to take this into account but it is not always possible to accommodate special requests.

* **Who will I be living with?**

McMillan Student Village accommodates students from Goldsmiths and University of Greenwich so it’s a wonderful environment in which to study, relax and make new friends. If you are allocated a Standard Cluster or Cluster PLUS room then you will be sharing a flat with other Trinity Laban students however you may be in the same block as students from other institutions. Students in Single Studio or Single Studio with 1.2m bed rooms may also be in the same block as students from other institutions.

**2. After Room Allocations**

## How will I know if my application has been successful?

The deadline for applications is **26th May 2017.** We expect to be able to send out room allocations on or before **16th June 2017.**

If you have not received any information by **23rd June 2017,** please contact studenthalls@trinitylaban.ac.uk or telephone +44 (0) 20 8305 9342.

## What information can I expect to receive?

If your application is successful, you will receive a letter with your room allocation and details about moving-in, a Guarantor Form, and two copies of your Student Occupancy Agreement.

## What do I have to do next?

You must sign and return both copies of the Student Occupancy Agreement, and if paying instalments - have a guarantor (usually a parent or guardian) sign the Guarantor Form by **14th July 2017.** One copy of the Student Occupancy Agreement will be returned to you when you move in.

You must ensure your guarantor form is fully completed when you return your contract, as Finance will not approve the release of your room until we have this.

## What happens if I am not offered my first choice of room?

If you have not been allocated your first choice of room type, and have not selected any further room types on your application form, your application form and deposit will be returned to you.

If you have not been allocated your first choice of room type, and have selected further room types on your application form, you will be allocated one of these room types instead. If your first choice of room becomes available at a later date we will contact you.

Please note that if you select more than one room type on your form, and are offered your second, third or fourth choice, you are obligated to accept this room allocation. If you subsequently decide to withdraw your application, we will retain your deposit to cover administrative costs incurred.

* **Can I change my room choice?**

If you decide to change your room choice before or after you have been allocated a room we will do our best to accommodate this. You should be aware that this is not always possible immediately, and you may have to go onto a waiting list. There may be additional administrative costs incurred in changing your room choice, which will be deducted from your deposit.

## Can I withdraw my application after the application deadline?

If you withdraw your application after the deadline we will retain your full deposit. This is to cover administrative costs incurred in the allocation process.

* Can I withdraw my application after I have signed my Student Occupancy Agreement?

There is a 14 -day “cooling-off period” after you sign your Student Occupancy Agreement, in which you may choose to withdraw your application. If you do this, we will retain your full deposit to cover administrative costs incurred in the allocation process.

After this 14 -day “cooling-off period” you cannot withdraw your application. From this time you will be responsible for your room, under the terms of your Student Occupancy Agreement, until the end of the Residence Period. If you wish to vacate your allocated room before the end of the Residence Period you will be responsible for finding a suitable replacement. See section ‘Early Vacation of Rooms’ for more information.

**3. Moving In**

## When can I move into my room at McMillan Student Village?

You can move into your room on **2nd or 3rd September 2017,** between **12:00pm and 3:00pm**

Before you will be allowed to move into your room, you must have paid in full or set up an instalment plan via our instalment plan method or provided proof of your maintenance payment from Student Finance and any other additional information that finance have requested from you.

If you are unable to move in on one of these days between the times allocated, you must inform us via email to make other arrangements – studenthalls@trinitylaban.ac.uk

## Will there be someone to meet me when I move in?

Trinity Laban staff, McMillan Student Village staff and student wardens will be at the McMillan Student Village on **2nd and 3rd September 2017**. We regret that assistance with luggage etc cannot be offered.

**4. During Your Stay at McMillan Student Village**

## Who is responsible for the maintenance of my room?

The staff at McMillan Student Village are responsible for the maintenance of your room. If you have any problems with your room you should discuss this with the staff at the McMillan Student Village Reception. More information can be found in the Residence Handbook, which is issued to successful applicants on taking up residence.

## Can I keep my car?

Residents of McMillan Student Village may not keep their cars with them. This is a condition of residency. There is limited parking at the Village during the moving-in days.

**5. Rental Payments (2016/17 Prices)**

* **What are the costs for the different rooms?**

|  |  |
| --- | --- |
| **Standard Cluster room** | **£153.51** |
| **Cluster PLUS** | **£156.42** |
| **Single Studio** | **£199.99** |
| **Single Studio with 1.2m bed** | **£209.21** |

## How can I pay my rent?

An invoice for your accommodation fees will be sent to you on 1st August 2017. You are required to pay the accommodation fee amount in full prior to arrival

or in three instalments via our instalment plan method, the first instalment paid before the day you move in.

There is a 2% discount offered if you pay for the whole year prior to 31st August 2017. All funds must have cleared before we can allow you access to your room.

Before you will be allowed to move into your room, Trinity Laban must have proof of payment (either payment in full or by our instalment plan method) or proof of your maintenance payment from Student Finance.

If we feel that your maintenance payment does not sufficiently cover your cost, we may ask for additional information for how the short fall will be funded.

It is extremely important that this information is sent to t.sim@trinitylaban.ac.uk before the weekend of the **2nd and 3rd September 2017,** as until Finance have confirmed your room can be released, you will not be allowed to move in.

If you have any questions in regards to the above, please call Tony Sim on 020 8305 4433

If you are paying by instalments and miss a payment, we reserve the right to start an eviction process and the cost of this will be added to your outstanding debt, along with any monies due until a replacement can be found for your room.

**6. Early Vacation of Rooms**

## What do I do if I decide to move out of my room early?

You must inform us in writing via e-mail studenthalls@trinitylaban.ac.uk if you wish to move out of your room before the end of the residence period.

**It is your responsibility to find a suitable replacement. You will be responsible for the rental payments of your room until a suitable replacement has been found.**

* **Does the replacement have to be a Trinity Laban student?**

The replacement should preferably be a Trinity Laban student, but we can also consider a full-time student at another recognised college or university. You should discuss this with us first.

## What if I cannot find a replacement?

If you cannot find a suitable replacement you will have to continue paying the rent for your room in accordance with the terms and conditions of your Licence Agreement.

## What must I do once I have found a replacement?

Once you have found a suitable replacement you must inform us in writing. A Student Occupancy Agreement will be drawn up for the new resident, and you will be refunded any accommodation fees you have overpaid. Once your room has been checked and cleaned you will be refunded your deposit less a £50 administration charge.

You must also inform the staff at the reception of McMillan Student Village that you are moving out and complete the necessary check-out procedure. The new resident must inform the staff at the reception of McMillan Student Village that he or she is taking over occupancy of your room.

**7. Moving Out**

## Do I have to let someone know when I am moving out?

When you vacate your room, either at the end of the Residence Period or earlier, you must inform the staff at McMillan Student Village Reception, as there will be forms to complete.

## How will my deposit be returned to me?

Your £250 deposit, less any deductions for repairs, cleaning etc, will be returned to you no later than 4 weeks after the end of your tenancy. Subject to you providing us with your bank account details. Residents will be sent an email to provide their back account details a month before the moving out date.

**8. General Questions**

## Can I stay in my room during the holidays?

Contracts for Trinity Laban students are for 44 weeks from **2nd** **September 2017 to 7th July 2018**. You do not need to move your belongings out of your room during the Christmas or Easter holidays.

* **What is included in my rent?**

Rent is fully inclusive of electricity, water and access to the internet in your room, and includes free contents insurance of up to £3000.

## What is not included in my rent?

Food and travel costs are not included in your rent. If you decide to have a TV in your room you will be responsible for having the correct TV Licence.

**9. Contacts**

**Jennifer Asare, Accommodation Officer**

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