

## **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 5<sup>th</sup> May 2023 at 9:30am.** All new students will be sent information by email about McMillan Student Village (to the email address provided during the application process) on **2<sup>nd</sup> May 2023** so you are ready to apply from the **5<sup>th</sup> May**.

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

- **Do I need to include a deposit?**

**Your application form must be accompanied by a £250 deposit.** 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 correct 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 completed application form and payment 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.**

The system for allocating rooms at McMillan Student Village is designed to help those with greater difficulty finding private accommodation, those who may struggle with the upfront cost of private accommodation and those with limited mobility.

If you meet the category for a reserved room, we will need to receive independent evidence that you meet the criteria.

The prioritisation below only applies to students who apply before the deadline. Applications after the deadline are allocated on a first come first served basis.

- **Can rooms be reserved?**

Rooms can be reserved for:

- Disabled students with relevant condition (sensory or a physical disability)
- Students who will be under 18 years of age on the date the course starts
- Students with proof of estrangement from their parents (i.e. no contact and support from family or guardian)
- Those leaving local authority care.

Prioritising those remaining in this order:

- International Students with a home address outside of the UK in their first year of study (on a first come first served basis)
- Undergraduate and Foundation year students in their first year of study who have a home address outside the M25 (on a first come first served basis)
- Postgraduate students in their first year of study who have a home address outside the M25 (on a first come first served basis)
- Undergraduate and Foundation year students in their first year of study who have a home address inside the M25 (on a first come first served basis)
- Postgraduate students in their first year of study who have a home address inside the M25 (on a first come first served basis)

- **Coming for a term or a semester?**

- Apply as normal but specify which term/semester you wish to stay, and we will attempt to match you with someone who will fill the room for the rest of the year. You will still be prioritised according to the above criteria.

- **Returning Students:**

- From the **29<sup>th</sup> May** returning students can apply if we have any rooms left.

- **Postgraduate Students**

- We will try to group all postgraduate students in flats together.

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

We have **188 rooms** available this year, 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 we will try to match you to someone else, so you split a contract with someone.

- **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 accessible to disabled people?**

There are Studio Flats specifically designed for wheelchair users. 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](mailto: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?**

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 Studios may also be in the same block as students from other institutions.

McMillan Student Village accommodates students from several different universities and colleges, including the University of Greenwich, Trinity Laban, Oxford

International school of English, Ravensbourne University and Imperial London College.

## **2. After Room Allocations**

- **How will I know if my application has been successful?**

The deadline for applications is **26<sup>th</sup> May 2023**. We expect to be able to notify you of the outcome of your application via email on or before **16<sup>th</sup> June 2023**.

Please contact [studenthalls@trinitylaban.ac.uk](mailto:studenthalls@trinitylaban.ac.uk) or telephone +44 (0) 20 8305 9342 If you have not received any information regarding your application by **23<sup>th</sup> June 2023**.

- **What information can I expect to receive?**

If your application is successful, you will receive a link to complete and sign the License to Occupy (your accommodation contract). This will come through DocuSign (an online contract platform) application. Within 5 working days of receiving your room allocation notification.

- **What do I have to do next?**

The DocuSign link will lead you to a form where you will be asked to complete and sign to begin the signing process. The form will go to the people you nominated on your online accommodation application form as your guarantor and witness to complete and sign. Details of how to complete the signing process will be provided with the DocuSign link. Please note that the witness must be someone unrelated to you or the guarantor.

The signing process must be fully completed by Monday **17<sup>th</sup> July**.

- **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.

**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. You may be offered a room change after you move in and there will be a £50.00 charge for this.

- **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 License to occupy**

There is a 14 -day “cooling-off period” after you sign your License to occupy 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 License to occupy, 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 someone suitable to replace you. 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 **9<sup>th</sup> or 10<sup>th</sup> September 2023** between **8:00pm and 8:00pm**.

Before you will be allowed to move into your room, you must have paid in full, 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](mailto: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 **9<sup>th</sup> and 10<sup>th</sup> September 2023**. Trolleys will be available to make moving in easier.

#### **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 (2023/24 Prices)**

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



<b>Standard Cluster room</b>	<b>£206.90per week</b>
<b>Cluster PLUS</b>	<b>£210.82 per week</b>
<b>Single Studio</b>	<b>£269.55 per week</b>
<b>Single Studio with 1.2m bed</b>	<b>£281.88 per week</b>

- **How can I pay my rent?**

An invoice for your accommodation fees will be sent to you on **1<sup>st</sup> August 2023**. You are required to pay the accommodation fee amount in full prior to arrival or in three equal instalments via our instalment plan method, the first instalment paid before the day you move into the room.

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 you expect to have any difficulties paying on time, please contact Tony Sim on [t.sim@trinitylaban.ac.uk](mailto:t.sim@trinitylaban.ac.uk) or 020 8305 4433, before the 1<sup>st</sup> of September. You will not be allowed to move in until Finance have confirmed your room can be released.

## **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](mailto: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 someone suitable to replace you. You will be responsible for the rental payments of your room until they sign a contract with us.**

- **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 must I do once I have found a replacement?**

Once you have found a suitable replacement you must inform us in writing. A License to Occupy 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 bank 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 **9<sup>th</sup> September 2023 to 13<sup>th</sup> July 2024**. 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 £3,000.

- **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**

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