Pre-sessional summer accommodation

A guide for agents

We hope that you will find this brief guide to accommodation applications helpful. There is more information available from http://www.bristol.ac.uk/accommodation/language-students/. If you have a further inquiries please email us at Accom-Office@bristol.ac.uk

Self-catered accommodation is available for single, unaccompanied students or couples studying one of the following courses at the Centre for English Language and Foundation Studies (CELFS):

- Pre-sessional academic English
- Certificate in English Language Teaching to Adults (CELT)

Please note: if you are acting for a student who is coming to Bristol with their family, you should advise them that we have only a limited amount of accommodation available for families so they may need to look for privately rented accommodation. Please contact us for further help and advice on this option.

Recent changes to UK law have made it very much more difficult to rent property from abroad therefore students are strongly advised to book their accommodation through the University.
Applications

Students can apply online from 13 March 2017 at http://www.bristol.ac.uk/accommodation/language-students/

Completing the online application

- Students will need to complete the Login Information: (Surname, Date of Birth Student Number)
- It is essential that the student provides their own email address. The accommodation offer can be identified by email address only, if it is sent to you as their agent, the student will miss their offer
- Students will need to provide their personal details
- Students will be able to select a room type, however we cannot guarantee to offer them that room type. We fill our en suite rooms very quickly. If your student receives an offer of a standard room when they chose an en suite this is because all the en suites are gone. They should accept the standard room offer.
- Students cannot select a residence and they should not email us with a preferred residence as we are not able to meet these preferences.
- It is very important that students supply any health or hardship information relevant to their accommodation. Please be aware that a doctors’ certificate may be required as evidence of a medical or hardship need. This box should not be used for any other information such as preferred floor. Students who misuse this box will be placed on the ground floor.
- Once the form is complete the student should check their details and once correct, students need to click the ‘I Agree’ button

A confirmation message will appear. The student can log back into their application at any time to see this message.

Accommodation fees

Accommodation fees are not included in course fees. The fees vary according to room type, facilities and length of let. The fee includes:

- Rent, heating, hot water and internet
- Insurance of personal possessions (except at Woodland Court*). Students should check the level of cover is suitable for your belongings and extend this directly with the insurance company if necessary.
- Administration costs

Laundry and telephone charges are not included in the fees.
Fees by course and room type:

2017 fees and tenancy dates are listed in the table below:

<table>
<thead>
<tr>
<th>Room type</th>
<th>Tenancy start</th>
<th>Tenancy end</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Sessional 10 week course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td>14-Jun-17</td>
<td>10-Sep-17</td>
<td>2099.43</td>
</tr>
<tr>
<td>En suite</td>
<td>14-Jun-17</td>
<td>10-Sep-17</td>
<td>1944.80</td>
</tr>
<tr>
<td>Single with basin</td>
<td>14-Jun-17</td>
<td>10-Sep-17</td>
<td>1722.16</td>
</tr>
<tr>
<td>Standard single (no basin)</td>
<td>14-Jun-17</td>
<td>10-Sep-17</td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1634.16</td>
</tr>
<tr>
<td>Pre Sessional 6 week course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td>12-Jul-17</td>
<td>10-Sep-17</td>
<td>£1431.43</td>
</tr>
<tr>
<td>En suite</td>
<td>12-Jul-17</td>
<td>10-Sep-17</td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1230.00</td>
</tr>
<tr>
<td>Standard single (no basin)</td>
<td>12-Jul-17</td>
<td>10-Sep-17</td>
<td>1114.20</td>
</tr>
</tbody>
</table>

Students attending the 14 week course beginning in May 2017 should contact us separately for advice.

Please note: we cannot guarantee to meet room preferences. Due to pressure of numbers students cannot choose a preferred residence.

Additional Charges
University-owned residences:

| Insurance – not refunded | £5.60 |

Tenancy contracts
Please note that students cannot move in before the contract start date. Students arriving early will need to arrange to stay in a hotel or guesthouse.

All tenancies are for a fixed term no refunds will be given even if a student moves out early.

Moving into postgraduate accommodation after a pre-sessional course
If your student wishes to stay in University accommodation for their postgraduate year, when making their postgraduate accommodation application, they should apply to either The Courtrooms, New Bridewell, Harbour Court, Chantry Court or Deans Court. Their pre-sessional tenancy contract will take them up to the move in dates at these residences. Otherwise there will be a week’s gap between moving out of their summer accommodation and into their postgraduate accommodation and they will need to find their own accommodation during this week.

Accommodation offers
Offers will be sent to the student’s personal email address from 20 April 2017. Offers will be sent weekly starting with PS 10 offers. Due to the volume of applications it will take several weeks to get through all the offers. Students should not contact us to chase their offer until after June 1st.

The offer will contain details of the residence and room type offered but not the room number.
Students should read all the documents included in offer very carefully and follow the instructions provided. The acceptance deadline is seven days from the date of the offer.

Accepting the offer

Before the deadline pre-sessional students must:

- access and accept the accommodation offer online
- pay the accommodation fees online (by card)

CELT students will receive the accommodation offer by email.

By the deadline they must:

- sign and return their contract to us by email
- pay their accommodation fees online (by credit card)

We cannot hold a room without payment and acceptance of contract. If a student is waiting for a visa and has been made an offer of a room, s/he should accept the offer. We cannot guarantee that another room will be available.

Paying for accommodation

A link to our online payment facility will be provided in the student’s offer. The student will need a credit card to make the payment. We are automatically updated with all payment therefore there is no need for a student to send us proof of payment.

The accommodation will not be reserved until the fees have been paid in full.

Arrivals and moving in

Arrival and moving in details will be sent to the student’s personal email address.

Facilities

All of our residences are non-smoking throughout. University owned residences are managed in compliance with the UUK code of Practice. Partnership residences New Bridewell, The Courtrooms and Urban Creation’s The Manor Hall are managed in compliance with the National Code.

All bedrooms contain a bed (with mattress), desk, chair, bookshelves, clothing storage and mirror. Some rooms contain a telephone. Bedding is not provided - students can order their bedding using our online facility.

Studios

Studio rooms have a small bathroom attached to the bedroom. This contains a washbasin, mirror, shower and toilet and it is not shared with other students. There is also a small kitchette with sink, fridge and microwave or hob, this is not shared with other students.
En suites
En suite rooms have a small bathroom attached to the bedroom. This contains a washbasin, mirror, shower and toilet and it is not shared with other students. Students will share a kitchen/diner with others.

Standard rooms
If a student’s room is not en suite they will share a bathroom and a kitchen with other students.

Shared kitchens
Kitchens contain a cooker (oven, hob and grill), fridge/freezer, microwave, kettle, toaster and cupboards for food storage. Pans, cooking utensils, crockery and cutlery are not provided. Students can order their kitchen supplies using our online facility.

Internet
University owned residences have internet provided by ResNet – a high speed wired and wireless Internet access for students in residences. Over 90 per cent of students rate ResNet as good or excellent.

Partnership properties: New Bridewell has internet provided by StudentCom, The Courtrooms has internet provided by Ask4, The Manor House has internet provided by TBC.

Connection details for all services will be provided in the residence on arrival.

Insurance
Basic possessions insurance cover is provided.

University owned residences policy details can be found at http://www.bristol.ac.uk/secretary/insurance/information-for-students/

Insurance policy for The Courtrooms can be found at http://www.bristol.ac.uk/accommodation/media/docs/insurance-policy-tshc.pdf

Insurance policy for New Bridewell can be found at: http://www.bristol.ac.uk/accommodation/media/docs/insurance-policy-fresh.pdf

Insurance policy for Urban Creation’s The Manor House is TBC.

Residences
In 2017 students are likely to be housed in one of the following residences:
- Manor Hall (University owned)
- Sinclair House (University owned)
- Richmond Terrace (University owned)
- Winkworth House (University owned)
- Hiatt Baker Hall (University owned))
- Urban Creation’s The Manor House (in partnership Urban Creation)
- The Courtrooms (run in partnership with The Student Housing Company)
- University Hall (University owned)
- New Bridewell (run in partnership with Fresh Student Living)
Cancellations

How to cancel an accommodation reservation

To cancel an accommodation reservation for 2017 the student must email the Accommodation Office: accom-office@bristol.ac.uk. The message must include the student’s name, student number and the name of the residence.

All students can cancel their accommodation reservation within seven days of accepting it, or up to the cancellation deadline below (whichever is later) and receive a full refund of any monies paid provided they have not already moved into the accommodation.

Refused visas

If a student reserves a room but cannot come to Bristol because their visa is refused, s/he will get a full refund as long as they tell us before the cancellation deadline. Please also read the cancellation details in the contract.

<table>
<thead>
<tr>
<th>Course</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Pre-sessional academic English (10 week course)</td>
<td>08 June 2017</td>
</tr>
<tr>
<td>Pre-sessional academic English (6 week course)</td>
<td>06 July 2017</td>
</tr>
<tr>
<td>Certificate in English Language Teaching to Adults</td>
<td>TBC</td>
</tr>
</tbody>
</table>

University of Bristol
The Accommodation Office  | The Hawthorns  | Woodland Road  | Bristol  | BS8 1UQ

① +44 (0)117 95 46640  
② accom-office@bris.ac.uk

Office opening times: Monday 10-4, Tuesday 1-4, Wednesday 10-4, Thursday 10-4, Friday 10-4