



**Newman
University**
BIRMINGHAM

Accommodation Information



Accommodation and Application
Information
2019-2020

**PGCE
Students**

Benefits of Newman Accommodation



Living at Newman...

- On-site location
- Choice of bedroom with shared bathroom, standard en-suite, deluxe en-suite (including living space) or a one bedroom self-contained flat.
- Friendly atmosphere
- Free gym membership for all residential students (Newman University gym) - Sign-up by end of October.
- Electricity and heating provided (maintained at a constant temperature)
- Possessions Insurance
- No charge for Wi-Fi
- All rooms are no-smoking
- Self-service laundry on-site
- 51 week contracts available
- Out of hours team on call during out of office hours
- Estates Team on-site to deal promptly with any maintenance issues
- Cleaning of bathrooms (excluding en-suite and flats), landings and corridors by Housekeeping Team

Student Life

If you live at home during your studies, it can be harder to make the most of your university experience. If you are living in halls of residence, student life is all around you. Newman has a great social scene with an active student community set up to ensure you have a fun time alongside your studies.

Access To Facilities

Not all university halls are close to the university, but at Newman you will be living directly on campus. All the facilities on-site are easily accessible to you, if you fancy an early morning gym workout or a late-night study session then everything is only a stone throws away. Plus no early morning commute, you can roll out of bed for your 9am lecture!

Lifelong Friends

Strong friendships are built at university that will last a lifetime. When you first come to halls you will meet people from all walks of life, but everyone will be in the same position, and you will be able to support each other in this new chapter of your lives.

Stress-Free Living

If you choose to live in halls rather than private accommodation you will free yourself from the worry of paying bills, as they will be included in your fees. You can rest assured that there is on-site support for all your needs 24-7, so sit back relax and enjoy your time, and let others worry about the scary stuff!

Senses Bar

Senses Bar is the centre of Newman Student Union social events. From live band nights to talent shows, comedy clubs to theme nights, there's enough variety to suit every taste. If you just want to meet and chat with friends on the comfy sofas, watch the TV, have a game of pool or chill out in the Martineau Quad then this is the place to go. It is open as a social space even when the bar is closed.

Places for Worship

Newman University has a Chapel, Multi-Faith Prayer room and a Quiet Room for reflection. All are located along Chapel Gallery Walk and are open at all times. The Multi-Faith Prayer Room is permanently available and includes wudu facilities. A programme of events is held throughout, and all are welcome to attend.

Sports Centre

The University Sports Centre is open 7 days a week. The facilities include a recently refurbished Cardio Suite, Sports Performance Suite and Squash Courts, which enable our members to achieve a broad range of fitness goals.

Living in Birmingham...



Located at the heart of the United Kingdom, Birmingham is one of the UK's most desirable places to study, work and play. Birmingham is a truly cosmopolitan city bursting with creativity and a lively atmosphere. As Britain's second largest city and home to over 65,000 students it offers cultural diversity through its vibrant underground arts scene, worldwide iconic shopping centres and exciting nightlife. There's always something to discover in the city at the heart of the UK:

- The visually impressive Bullring is a magnet to many of the retail giants with a range of shops available to suit every pocket in and around the surrounding area. The iconic Selfridges store is the jewel in the crown and the nearby upmarket retail and restaurant complex, The Mailbox, plays host to a cluster of designer stores, and overlooks Birmingham's picturesque canals
- Broad Street attracts thousands of people every week and is awash with a wide range of bars, clubs, restaurants, cinemas, and comedy venues, many offering student-friendly deals throughout the week
- Choose from a multitude of theatres and music venues. The Arena Birmingham, Genting Arena, Symphony Hall, O2 Academies, Birmingham REP, Hippodrome and New Alexandra Theatre play host to some of the UK's biggest music artists and bands, as well as West End musicals, plays and the Birmingham Royal Ballet
- Indulge in art, history and heritage at a number of venues including Birmingham Museum and Art Gallery
- On the sporting front, the city is home to Birmingham City and Aston Villa football clubs, while Warwickshire County Cricket Club's home ground of Edgbaston hosts international test matches. With world-class indoor athletics also regularly featured at the Arena Birmingham. you'll never be short of quality sport

Bartley Green

Newman University is located in Bartley Green, 7.5 miles outside of the city centre. Our location is ideal for those who like to get away from the hustle and bustle of inner-city life, but we are only just over twenty minutes from Birmingham City Centre on the bus. Bartley Green is a quiet and leafy suburb, with a selection of local shops and amenities nearby including an ASDA supermarket.

For students who don't wish to go into the city centre, Northfield and Halesowen have shopping centres for your everyday needs, both a short bus ride away. Harborne and Selly Oak are also close by, and are popular with students for nights out with a range of bars and restaurants. For up to date information on public transport links visit: www.networkwestmidlands.com



As a current or prospective student at Newman University, you can contact the Accommodation Office to obtain assistance in finding suitable accommodation during the academic year **2019/20**.

If you wish to apply for on-campus accommodation in halls of residence, further information is provided in this document and you will be required to complete the application form on the accommodation page of the Newman website (www.newman.ac.uk) for new students or for current students on the intranet.

If you are interested in accommodation off-campus in a shared student flat or house, in family accommodation, or sharing a house with a landlord, please contact the Accommodation Office who will be able to provide you with a list of contacts, dependent on availability. Unfortunately it is not possible to recommend properties and it is the responsibility of individuals to contact landlords and view prospective accommodation.

Edgbaston, Maryvale, Littlemore & Oxford Halls

There are 185 single study bedrooms in the original halls of residence. This comprises of 160 bedrooms with shared bathroom, 2 disabled en-suite bedrooms, 19 standard en-suite bedrooms and 4 self-contained flats. The halls of residence are split into four halls which are all interlinked:

Edgbaston Hall - 6 floors with 93 rooms and 2 flats

Littlemore Hall - 1 floor with 2 accessible en-suite rooms

Maryvale Hall - 6 floors with 82 rooms and 2 flats (including 15 en-suite)

Oxford Hall – 1 floor with 4 en-suite bedrooms

The disabled en-suite rooms are in Littlemore Hall. The en-suite rooms are in Maryvale and Oxford Hall.

Cofton Hall

Winner of Building Project of the Year 2018 at the Celebrating Construction Awards

Comprises of:

104 deluxe en-suite bedrooms (in flats of 6 with shared living space comprising of a kitchen, dining and lounge area)

2 en-suite accessible rooms (in flats of 5 with shared living space comprising of a kitchen, dining and lounge area)

2 self-contained flats (1 bedroom with bathroom, kitchen, dining and lounge area)

Bedrooms and Communal Areas in Halls of Residence—Edgbaston, Maryvale, Littlemore and Oxford Halls

The bedrooms with a shared bathroom in the existing halls of residence are single study rooms with hand basin and shared bathroom facilities. The standard en-suite rooms in halls of residence are single study bedrooms with a private bathroom. The flats are self-contained and comprise of a bedroom, bathroom, lounge and small kitchen area. Each room is furnished with a bed, bedside table, fixed wardrobe/cupboards, desk, chair, easy chair, mattress cover, curtains and a waste bin.

There are shared kitchens in halls of residence which include two fridges, two freezers, two cookers, a microwave, a toaster, a kettle, a lockable cupboard space and seating area. There is a food court on site which is open Monday to Friday and a local convenience store located near to the campus.

Each landing and bathroom in halls of residence is single gender although there may be a mix of male and female students sharing kitchen facilities and on adjacent landings.

Bedrooms and Communal Areas in Cofton Hall

Flats contain deluxe en-suite single bedrooms for six students with a shared open plan living space. Each type of bedroom and flat in Cofton Hall contains a small double bed (120 x 190cm), desk, chair, spot lighting, mirror in pod, integrated wardrobe and an en-suite bathroom. The living space comprises of a kitchen, lounge and dining area. This includes a table and chairs for six, sofas for six, LCD screen, fridge, freezer, integrated cooker, toaster, microwave and kettle.

There are two flats for five students on the ground floor with each containing one accessible room with wet room and a shared open plan living space comprising of a kitchen, dining and lounge area.

The one bedroom deluxe flats comprise of a bedroom, bathroom and kitchen/living space and contain the same furniture as the 6 bedroom flats including a sofa, LCD screen, table/chairs and kitchen appliances.

You can ask to be allocated a flat with friends and the group can be mixed gender or single gender as preferred.

LCD Screens

The LCD screens are for use with ipad, laptop and DVD and not as a TV.

Bedding Packs

Students are required to bring their own bedding, towels, coat hangers and any kitchen utensils they require. Students are able to hire a bedding pack upon request at **£25.00** each from the Housekeeping department dependent on availability, with **£15.00** being refunded when the bedding pack is returned in good condition. Bedding packs include: 2 sheets, 2 pillows with shams, 1 duvet and cover, 1 matching pillow case, 1 white pillow case, 2 medium size towels and 6 coat hangers.

IT Access

IT services provide a wireless network in the halls of residence, this is not part of the contract. IT services will only connect devices that are fully updated and have a functioning anti-virus program. The wireless network allows access to the internet from the bedroom.

There is no charge made for installation of hardware to enable the machine to be compatible with the wireless network. Limited downloads are free of charge, however there may be a charge incurred for excessive usage. Students are required to adhere to the applicable rules and regulations and the download limits that are advised. File sharing software is not permitted on the university network as per the regulations on network usage, available on the Intranet or a copy can be requested from IT services.

Television Licence

Students are required to pay for their own TV licence in halls of residence. Please see the web-site for further information: www.tvlicensing.co.uk/students

Parking

Residential students in halls of residence and their guests are NOT allowed to use the car parks on-site or the Bartley Green Sailing Club car park at any time unless they are in receipt of a blue badge or are attending the golf tournament course. Free on street car parking is available in the surrounding area.

A covered cycle rack is situated just outside the entrance to Oxford Hall. There are no specific provisions for moped and motor cycle parking during the building work programme.

Application Procedure

All students at Newman University are eligible to apply for a room in halls of residence on site and priority is given to first year and final year students where possible. There is always a mix of year groups in halls of residence and students are encouraged to apply even if they live locally in order to fully appreciate the complete student experience. However, bedrooms are allocated on a first come first served basis due to restricted availability, so applications should be returned as soon as possible as availability of rooms cannot be guaranteed to late applicants.

The application forms for accommodation are available on the web-site visit www.newman.ac.uk/accommodation from **31 May** and students will be notified by the Admissions office by e-mail when they can apply. The e-mail will contain a link to the accommodation page on the web-site and the prospective student is required to download the application form, complete the form and return to the Accommodation Office as soon as possible.

New students will be advised that their application has been received and a room provisionally reserved pending their place on the course being achieved. New students will be

Registration

Registration for first year students will take place on the day prior to the start of Freshers' week, during specified times. A payment plan needs to be set up on-line by the **specified date** prior to arrival. The Finance Team will e-

informed by letter regarding the result of their application by **Friday 23 August 2019** where possible. First year students are required to make payment of a £250.00 accommodation deposit as soon as they have received an accommodation confirmation letter and by **Sunday 1 September 2019**, in order to confirm their room. Students attending the HEADstart course need to do so by **Wednesday 28 August 2019**. PGCE students are required to have paid their accommodation deposit by **Tuesday 27 August 2019**.

If students are offered a room in halls of residence and choose not to take it, they are required to advise the Accommodation Manager as soon as possible and by **Tuesday 27 August 2019** at the latest so that the room can be offered to another student on the waiting list.

mail all prospective students late August to advise regarding payment arrangements

PGCE students can move in on the day prior to the start of the academic year but will need to set up their payment plan on-line prior to the specified date.

Allocations Policy

Priority for rooms in halls will be given to first and final year students where possible. However, there is always a mix of year groups in halls of residence. Applications are dated and numbered on receipt and rooms are allocated on a first come first served basis. Due to restricted availability, a room cannot be guaranteed to all applicants.

Current and prospective students are asked to include on their application form if they have any access needs. Current students are able to state any preference for room/number/hall and/or the names of the students they would like to be located next to. Students may also request a quiet landing and a mixed or single gender kitchen/flat which will be dependent on availability. The four types of accommodation are listed for students to choose their preference: shared bathroom bedroom, standard en-suite bedroom, deluxe en-suite bedroom or one bedroom self-contained flat. There is no guarantee that each student's request can be met although it is normally possible to allocate groups of friends together. In terms of specific rooms, these are allocated on a first come first served basis and it is advisable for students to include a second choice on their application.

Bedrooms may only be exchanged after a request to the Accommodation Manager has been submitted. However, the Accommodation Manager retains the right to move students from one room to another in exceptional circumstances to meet unforeseeable contingencies.

Contract & Costs



The contract for PGCE students living in Edgbaston, Littlemore, Maryvale or Oxford Hall (original halls) will cover the period from **Monday 2 September 2019 until Friday 3 July 2020** to include the Christmas and Easter vacation periods.

The cost of a bedroom with a **shared bathroom** in the original halls for PGCE students during **2019/20** will be **£4378** for the period until **3 July 2020**.

The cost of a **standard en-suite bedroom** in the original halls for PGCE students during **2019/2020** will be **£5632** for the period until **3 July 2020**.

The cost of a **deluxe en-suite bedroom** in the new halls for PGCE students during **2019/2020** will be **£6160** for the period until **3 July 2020**.

There are a limited number of self-contained flats comprising of one bedroom, bathroom, lounge and kitchen available in Marrvale, Edgbaston and Cofton Hall.

The cost of a standard flat in the original halls for the academic year **2019/20** will be **£6600** for PGCE students for the period until **3 July 2020**.

The cost of a deluxe flat in Cofton hall for the academic year **2019/20** will be **£8360** for PGCE students for the period until **3 July 2020**.

The charges are for a single room on a self-catering basis, including electricity, heating costs and block possessions insurance cover. This will be split into three payments to cover the academic year, with arrangements for the total annual payment being made prior to arrival. Students are responsible for the payment of their own television licence.

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The accommodation contract needs to be signed prior to arrival and returned to the Accommodation Manager. The contract will also be signed by the Accommodation Manager. The contract length will be dependent on the course and will always include the Christmas and Easter vacation periods. Each student will retain a copy of their signed contract for their reference.

Once the agreement has been signed this will commit the student to halls of residence for the full contract length as long as they are registered as a student

Students are required to adhere to the Accommodation Contract and the rules and regulations laid out in the Accommodation Handbook available on the intranet prior to arrival, with a copy being issued on arrival.

The student should indicate in the appropriate section of the application form their preferences and their second, third choice etc,

Students will need to sign the accommodation contract and pay the accommodation deposit of £250.00 before a room can be allocated. Students will be required to set up a payment plan on-line by a **specified date advised by the Finance Team in late August**. Bank details will be required for all three instalments and these payments will not be processed until the due date in line with Student Finance payments. If a student has any issues with providing payment details on line, they should contact the Finance Office to discuss alternative arrangements.

In the event of payment not being processed promptly due to a delay in payment from Student Finance, an amended payment plan will need to be negotiated with the Finance office.

Please contact the Accommodation Office for costs and contract length for the 51 week contract.

Once the agreement has been signed this will commit the student to the full contract length including students who are undertaking school experience, work placement etc. Students will need to take this into account as no refunds will be made in the event of a temporary move out of accommodation during the period of their placement. **Please note that Accommodation Contracts will only be cancelled if the students suspends or withdraws from their course.**

Payments & Fees

The annual fee will be split into three payments for residential students and payable on specific dates at regular intervals throughout the academic year in line with payments from Student Finance England. However, part-time students only are required to pay their first instalment prior to arrival. **All PGCE students will be required to set up a payment plan on-line for the three instalments by the end of August as advised by the Finance Team.**

The deposit is required because Newman University has signed up to the Universities UK Code of Practice for the Management of Student Housing where an accommodation deposit is standard. The amount of the deposit is less than one month's rent and is similar to the standard deposit charge for accommodation at other institutions and for private rented accommodation.

The deposit will be held by the university as security in the event of damage to the bedroom and communal areas. The deposit will be repaid to the student when they finish their course or when they vacate their accommodation at the end of the academic year and are not living in university accommodation the following year, with deductions made for damage, items missing, non-return of keys etc, if applicable. Any damage caused throughout the academic year will be invoiced immediately and separately.

Payment of the deposit is required in order to confirm a room in halls. If the student does not commence the course the accommodation deposit will be refunded to the bank account normally within 4 weeks and if a student changes their mind regarding halls, they will receive a refund as long as the room can be allocated to an alternative student. The payment does not need to be made on a card issued to the student and a representative of the student can set up the on-line payment on their own card.

The student will not receive interest on the deposit and any interest accrued will contribute to the administrative costs to manage deposits and for the benefit of residential students. Deposits will be refunded to the student's bank account by Bank Credit Transfer or via the e-store (dependent on initial payment method) and the student is required to provide the Finance Department with the required bank details. Finance office will normally process the refund within 8 weeks after the end of the academic year, if the student is not returning into accommodation the following year, with any deductions

made if applicable. If damage is caused to an individual student's bedroom, the costs for repairing the damage will be invoiced to the student with immediate effect with payment required within two weeks. If damage is caused to the communal areas, the students' allocated to that area will jointly be held responsible for payment of the costs to rectify the damage. A separate invoice will be raised in respect of communal damage charges and the charges need to be paid within two weeks of the invoice being received. The communal damage charge will only be imposed where, after investigation, the person or persons responsible for the damage cannot be identified. In the event of the charge not being paid, this will be deducted from the accommodation deposit at the end of the academic year.





Payment of Deposit

An accommodation deposit of £250.00 will be payable by **Tuesday 27 August 2019** by PGCE students and will be processed straight away.

This is an additional amount to the three halls fees payments.

CONSUMER CONTRACTS (INFORMATION, CANCELLATION AND ADDITIONAL CHARGES) REGULATIONS 2013

Under the Consumer Contracts Regulations 2013, the Landlord is required to provide the Student with the following information if the Tenant has not met the student before entering into this Contract.

*The name of the supplier of the Accommodation is Newman University and the address is: Accommodation Office, Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT Tel: 0121 483 2219, Fax: 0121 476 1196, e-mail: k.carter@newman.ac.uk

*The services which the Landlord will be supplying to the Student are a furnished study bedroom with lighting, heating and water supply. Full details of the facilities available are given with the Application Form and Accommodation Information. The duration of the contract is for the period indicated on the contract relevant to the students' year group and accommodation choice, unless it is terminated earlier in accordance with the Accommodation Contract.

*The price of the Accommodation for the current year is the Accommodation Fee and it includes all charges for gas, electricity, water, property taxes and Student Block Possessions Insurance but does not include telephones or TV Licence.

*The arrangements for payment are set out in the Application Form and Accommodation Information.

*There is no extra cost for students booking their accommodation by post or other means of distance communication.

*** If the Landlord is not able to provide the Accommodation, the Landlord will use all reasonable endeavours to offer the Student alternative accommodation. Where alternative accommodation is offered, the alternative will be priced at the rate applicable to that alternative, but if the alternative is not acceptable to the Student (who must act reasonably), the Landlord will allow the Student to terminate this Contract within 7 working days of the alternative offer.**

*The contract length and the conditions for terminating the agreement are laid out in the contract.

Universities UK (UUK) Code of Practice for the Management of Student Housing

Newman University has affirmed membership to the Code of Practice for the Management of Student Housing. The Code is concerned with the main principles and essential requirements for well managed student accommodation. It also should assist you in understanding both the standards and the procedures applying to your accommodation and your obligations as a tenant.

A full version of the UUK Code of Practice is available to download at: <http://www.thesac.org.uk/>

- Health and safety standards and procedures
- Maintenance and repair regimes
- Environmental quality
- Landlord and tenant relationship
- Student welfare
- Anti-social behaviour and disciplinary procedures
- Administration of, and compliance with, the Code

Further information regarding each of the above elements is included in the Accommodation Handbook which is available in each bedroom on arrival and on the internet for prospective students or on the intranet for current students.

The main elements covered by the Code are:



Correspondence Regarding Accommodation

As all correspondence regarding accommodation is sent by e-mail, if you do not have access to the internet, printer or e-mail facilities, please advise the Accommodation Office so that information can be sent by post. Please ensure that you notify the Accommodation office if you change your e-mail address and that your e-mail account is set up to receive e-mails from newman.ac.uk.

An e-mail will be sent to all new students to advise

that their application has been received and a bedroom reserved pending a place on the course being confirmed. A confirmation letter will be sent to all new students to advise that they have a guaranteed room in halls or a house once they have definitely achieved a place on a course at Newman University.



Please contact **Karen Carter** (Accommodation Manager) for further information:

P: 0121 483 2219

E: k.carter@newman.ac.uk

or

the Accommodation Office

E: accommodation@newman.ac.uk

Accommodation Contract Summary

Whereby the landlord is Newman University and the tenant the student.

Period – Committed for the full contract period including Christmas and Easter vacation periods. Cancellation of the contract is only applicable if the student suspends or withdraws from their course.

Rent - Split into three payments which are processed as detailed in the full contract. A payment plan to be set up for the three instalments is required prior to arrival, date to be specified. Exchange students who are only in accommodation for one semester will make arrangements for payment with the finance office.

Inventories - A bedroom and kitchen inventory (and bathroom and/or lounge inventory where applicable) is included in the accommodation contract and is signed prior to moving into accommodation. The student has a copy of the inventory and is required to notify the Accommodation Manager within 14 days of moving in if there is any discrepancy. A bathroom and a bathroom and lounge inventory are included for the en-suite bedrooms and deluxe en-suite bedrooms and self-contained flats respectively.

The student agrees to pay the cost of replacing or making good any losses or breakages during tenancy and to leave the fittings, furniture and furnishings in good condition at the termination of the agreement.

Access - The student agrees to allow access to relevant staff in order to carry out periodic inspections and to view the premises with new tenants at reasonable hours of the daytime. The student has the right to be present at the inspection of the room. The student agrees to allow access without notice to maintenance, window cleaners, Accommodation Manager, Hall Tutors and fire safety staff as required.

Deposit - A deposit of £250.00 is required prior to arrival. This deposit can be utilised by the landlord with regards to any breach or default by the student. It may be used towards the cost of replacing any lost or damaged keys or towards the cost of making good damage or other expenses payable by the student.

General Requirements - The student shall keep the premises in a clean and proper condition, follow the Kitchen Code of Conduct, not deface or damage the property, not keep pets on the premises, not allow the premises to be used for alcohol and substance misuse, notify of absence for a period of 10 days or more and be aware of fire evacuation procedures.

Regulations - The student and any guests are subject to the authority of the Hall Tutor/Security Guard and the Accommodation Manager whilst on the premises.

Nuisance - The student agrees that no disturbance or inconvenience will be caused to other students, staff or neighbouring premises at any time.

Use of Premises - The student agrees that the premises will only be occupied by himself/herself whilst pursuing a full-time course at Newman University.

Cancellation/Termination - Cancellation of the contract is only considered if the student suspends or withdraws from their course. If the students moves out for any other reason without consent, the student will remain responsible for the rent until the date of termination.

Decoration and Cleaning - No decoration or alterations will be made by the student without the consent in writing of the landlord. The student shall keep the interior of the premises clean and tidy throughout the tenancy period.

Display - The student shall not display any advertisement notice or sign or hang or allow to be hung any clothes or other articles from the premises or in the communal areas.

Receiving Aerials - The student shall not install any wireless, aerial or television aerial without the written consent of the landlord.

Noise - The student shall keep noise at a level that does not interfere with the study, sleep or comfort of the occupants of neighbouring properties. The student shall not make or allow any loud noise at any time.

Repairs - The landlord agrees to use its best endeavours to repair the premises and to keep in repair and proper working order the installations and equipment provided. The landlord shall not be liable for any damage caused by students' or their guests.

Reporting of Repairs - The student must report any repairs to estates@newman.ac.uk.

Damage - It is agreed that if the premises were rendered unfit for use by fire or other risk covered by the landlord's insurance policy, an appropriate portion of the rent shall be refunded whilst the premises are unfit for use. This will not apply if the damage is caused by the student or a guest. If the premises are rendered unfit for use, the landlord or the student have the right to terminate the agreement.

Moving Out - On the expiry of the agreement or on its earlier termination the student will vacate the premises.

Relocation/Terminating the Contract for Breach - The landlord (at its discretion) may terminate the agreement if the student has failed to pay the rent in accordance with this agreement. The landlord may also terminate the agreement or require the student to move to similar alternative accommodation where the student or their guests have persistently breached the terms of the agreement, has committed a serious breach or the landlord reasonably suspects they have done so.

Other Reasons for the University Relocating or Terminating the Contract. The landlord (at its discretion) may terminate the agreement and/or require the student to move to similar alternative accommodation where the landlord reasonably considers, because of the student's behaviour that it is necessary to move the student to protect their wellbeing or the wellbeing of others or to prevent damage to the premises. The landlord may also terminate the agreement if the tenant ceases to be a student of the University. The landlord (at its discretion) may need to relocate a student to alternative accommodation for estates works and efficient and effective running of the accommodation.

Effect of Relocation - If the landlord relocates the student to alternative accommodation, all the terms and conditions of the accommodation contract are transferable to the new premises unless the rent payable is less than the rent payable under the agreement and the amount will be amended

accordingly. If the rate of the new property is more than in the original agreement the student will not be required to pay the extra amount.

Guarantee - Any guarantee given by the landlord to allocate accommodation to the student shall cease to have effect if the agreement is terminated for any reason.

Complaints Procedure - If the student wishes to raise a complaint regarding the condition of the premises or any other issue regarding accommodation this should be done in accordance with the complaints procedure, available on the intranet,

Accommodation Policies and Procedures Summary

Newman University has affirmed membership to the Code of Practice for the Management of Student Housing. The Housing Act 2004 introduced licensing for houses in multiple occupation in England and Wales with effect from 6 April 2006. The Code is concerned with the main principles and essential requirements for well managed student accommodation.

Application Forms for Current Students are available on-line during semester 2 each year and an e-mail is sent out to all students to advise them regarding the completion of application forms. Application forms are to be returned by the specified date. The list of applicants for halls is circulated to the relevant members of staff for approval. An e-mail is sent to all students once the applications have been considered.

Accommodation Contract for Current Students - If the application has been approved the student will be required to sign an accommodation contract. If the application has not been approved the student will be advised in writing with details of the reason for the non-approval and if this is a final decision or if it will be reviewed as long as certain conditions are adhered to.

Application Forms for First Year Students (including home and international)/PGCE Students/Exchange Students are available on the internet in April/May, with Admissions sending a generic e-mail to all prospective students to provide a link to the application form and accompanying information when available. The e-mail is sent to all prospective students who have indicated Newman University as their first choice of institution and after they have accepted an offer of a place. Exchange students are sent an application form and accommodation information in May/June for those arriving for semester one and October/November for students arriving for semester two. Students are informed in writing by the beginning of September regarding the result of their application. PGCE students are advised prior to this date. Exchange students arriving in semester two are advised by mid-December.

Accommodation Contracts for First Year/PGCE Students Contracts are sent to First Year and PGCE students with the confirmation letter and are to be returned prior to arrival.

Accommodation Contracts for International/Exchange Students - The accommodation contract is sent by e-mail for reference only and is signed at the induction just after arrival and a copy is issued to the international/exchange student.

Allocation Policy – Priority is given to first and final year students where possible although all year groups are accommodated in halls. Rooms are allocated on a first come, first served basis. Students are able to request specific rooms and students they would like to be located next to, although there is no guarantee their request's can be met.

Accommodation Deposit Policy - A £250.00 deposit is required from first year students (home and international), PGCE and exchange students prior to arrival and is processed immediately. Current student's who are in halls at the time of application, will have their deposit carried over to the next year, but if they should cancel their agreement after the specified date in the second semester (prior to the start of the contract), the deposit will be non-refundable unless another suitable replacement student is identified. Current students who are non-residential will be required to pay

the deposit by a specified date in the second semester prior to the start of year and this will be non-refundable if cancelled prior to the start of the academic year unless a suitable replacement student has been identified.

The deposit will be repaid to the student when they finish their course or when they will not be returning to halls, with deductions made for damage, non-return of keys etc. if applicable. Any damage caused throughout the academic year will be invoiced immediately.

Arrival Procedure - Students can move into accommodation the day prior to the start of the accommodation contract. A payment plan for all three instalments needs to be set up prior to the beginning of the academic year by a specified date before a key can be issued and will be processed on dates specified in the accommodation contract. Part-time students will be required to pre-pay the first instalment prior to arrival. PGCE students will be required to provide their card details prior to arrival. Exchange students arrange payment after arrival.

Room Inventory Procedure - Each student will be issued with a copy of the bedroom and kitchen inventory (lounge and bathroom as appropriate) with their accommodation contract and is required to notify the Accommodation Manager within 14 days of moving in if there is any discrepancy.

Portable Appliance Testing (PAT) Policy - Resident students wishing to bring their own electrical equipment into the student accommodation should be aware that any electrical appliance they bring on the premises must conform to current safety standards, and is maintained in such a condition so as to prevent danger to themselves or others, or damage to university property.

Student Bedroom Access Policy - Relevant staff and window cleaners can gain access to rooms with prior warning to carry out periodic inspections. Access without notice is allowed for maintenance personnel, Accommodation Manager, Hall Tutors, Security and fire safety staff. A log will be maintained to record access.

Non-Residents/Guests - Students may have one visitor stay in their room for no more than two nights in one week.

Defect Reporting Procedure - Student to report defects to estates@newman.ac.uk. A Service Level Statement is available to indicate response times for rectifying building defects in the following categories: emergency, urgent, non-urgent.

Cleaning Schedules - A cleaning schedule for halls is available for students and includes information regarding halls of residence cleaning specifications and student responsibility for cleaning of their bedroom and communal areas. All rooms are prepared at the start of occupancy in accordance with a service level statement.

First Aid Provision Policy - A member of the Hall Tutor/Security Team is on duty, 6.00pm-7.30am, Monday until Friday and the whole of the weekend from 6.00pm Friday until 7.30am on Monday and they all hold qualifications in first aid.

Students with Disabilities - If a resident student wishes to disclose a disability/medical condition they need to complete a Disclosure Form and liaise with the Inclusion Co-ordinator (Disability).

Departure Procedure - Students will need to depart from their bedroom by the day after the end of the accommodation contract. Bedroom, kitchen door and cupboard keys need to be handed in at the Housekeeping office. Students will be issued with clear guidelines regarding the standard of cleaning expected when the contract comes to an end.

Cancellation Policy - The accommodation contract commits the student to the full period of the contract.

Fee Collection and Debt Management Policy - A payment plan for all three instalments needs to be set up prior to the beginning of the academic year before a key can be issued and will be processed on dates specified in the accommodation contract. Part-time

students are required to pay the first instalment in advance. The Finance Office will commence the Debt Management Procedure if halls fees are not paid which could lead to termination of the tenancy. Exchange students are required to adhere to their payment plan agreed after arrival.

Fees Policy - The Governors have responsibility for setting charges after incorporating cost of living rises and reviewing the charges for other institutions.

Termination Policy - A student's accommodation contract may be terminated by the university in the event of misconduct resulting in a Disciplinary Procedure, or non-payment of fees.

Complaints Procedure - in the case of any disputes between the student and the University, the Manager will respond to any correspondence within three weeks of receipt. Managers' will ensure within four weeks after receipt of any written complaint, the issues are investigated and rectified if necessary. The student has the right to instigate the Complaints Procedure if deemed necessary.

Data Protection and Confidentiality Policy - The standard Newman University policy applies to halls of residence.



**Newman
University**
BIRMINGHAM

"I have lived in halls for three years and that's because it is such an eye-opening experience. You are mixed with people from many countries, allowing you to learn from them and them from you. These people quickly become your family; you support each other through assignments and visit all sorts of social events together."

Joe Houghton – Psychology student



Contact us

In the case of any queries or for information regarding accommodation, please contact the Accommodation Manager.

In order to make payment arrangements, please contact the Finance Office.



further

Karen Carter
Accommodation Manager

0121 483 2219
e-mail k.carter@newman.ac.uk
Or accommodation@newman.ac.uk

Denise Harland
Student Liaison (Finance office)

0121 476 1181
extension 2342
e-mail: d.harland@newman.ac.uk
Or finance@newman.ac.uk

Please visit the accommodation page on the Newman web-site for further information:
www.newman.ac.uk/accommodation