



Newman  
University  
BIRMINGHAM

# Your home at Newman University

Cofton, Maryvale,  
Edgbaston, Littlemore  
& Oxford Halls



ACCOMMODATION AND  
APPLICATION INFORMATION  
FOR JANUARY INTAKE  
STUDENTS



# Living at Newman

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.

- 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
- FREE GYM MEMBERSHIP FOR ALL RESIDENTIAL STUDENTS (NEWMAN UNIVERSITY SPORT & FITNESS CENTRE) ELECTRICITY AND HEATING PROVIDED (HEATING MAINTAINED AT A CONSTANT TEMPERATURE)
- UNLIMITED ACCESS TO A 24/7/365 MENTAL HEALTH AND COUNSELLING CONFIDENTIAL TELEPHONE HELPLINE AND UP TO 6 SESSIONS OF TELEPHONE COUNSELLING
- POSSESSIONS INSURANCE
- NO CHARGE FOR WI-FI
- ALL ROOMS ARE NO-SMOKING
- SELF-SERVICE LAUNDRY ON-SITE
- OUT OF HOURS TEAM ON CALL OUTSIDE OFFICE HOURS



## 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 throw 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.

## 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.

## 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.

## **Mental Health Support**

As part of your accommodation package, we have arranged for a 24/7/365 mental health and counselling telephone helpline and up to 6 sessions of telephone counselling available for students if required. This supports the current provision in place at Newman University (helping to reduce waiting lists), as well as covering the out of hour's support and when students are off campus.

The service provides:

- Unlimited access to a 24/7/365 mental health and counselling (BACP accredited) confidential telephone helpline, which includes a translation service in over 200 languages. Answered by an experienced counsellor or therapist, who will offer support for a variety of issues including health & lifestyle (i.e. mental health, physical health, addiction such as gambling or alcohol, terminal illness), student life (i.e. stress & anxiety, exam worries, housing, harassment, managing change) and home life (i.e. Relationships, family issues, identity, childcare, bereavement)
- 24/7 critical and traumatic incident telephone support
- Medical information telephone helpline
- Legal information telephone helpline
- Debt and financial information (which includes additional support from Step Change – the debt charity)
- Online health and wellbeing portal & health e-hub mobile app (for a variety of advice and support including health checks, nutritional advice, financial wellbeing, expert health/wellbeing information)
- Up to 6 sessions of structured telephone counselling, including telephonic CBT counselling, per student, per issue, per year
- Online counselling, including online CBT & trauma courses
- Full triage, assessment and case management protocols
- Self, lecturer and personal tutor referrals / physiotherapy referrals
- Coverage for spouse/partner and dependents within HMRC guidelines
- Family advice line

## **Student Support Services**

The Student Support Services Team and Accommodation Team are available to support students during office hours.

Residential Advisors will be available for all students in halls outside of office hours and they are first aid and mental health trained.

There is 24-hour university security team on-site who are available 365 days a year.

## **Covid-19 Assurance**

If there is another public health crisis and lockdown restrictions are in place that prevent you from accessing our campus, your Licence will be put on hold for that duration.

If travelling from abroad and your country is in lockdown due to government guidelines and you are unable to join us from the start of the semester, we will make the appropriate alterations in your accommodation fees.

Additional cleaning of halls is scheduled in all social spaces and kitchens.

The University has maintained sanitising and cleaning stations around campus, along with additional touch point & enhanced cleaning as a standard practice.



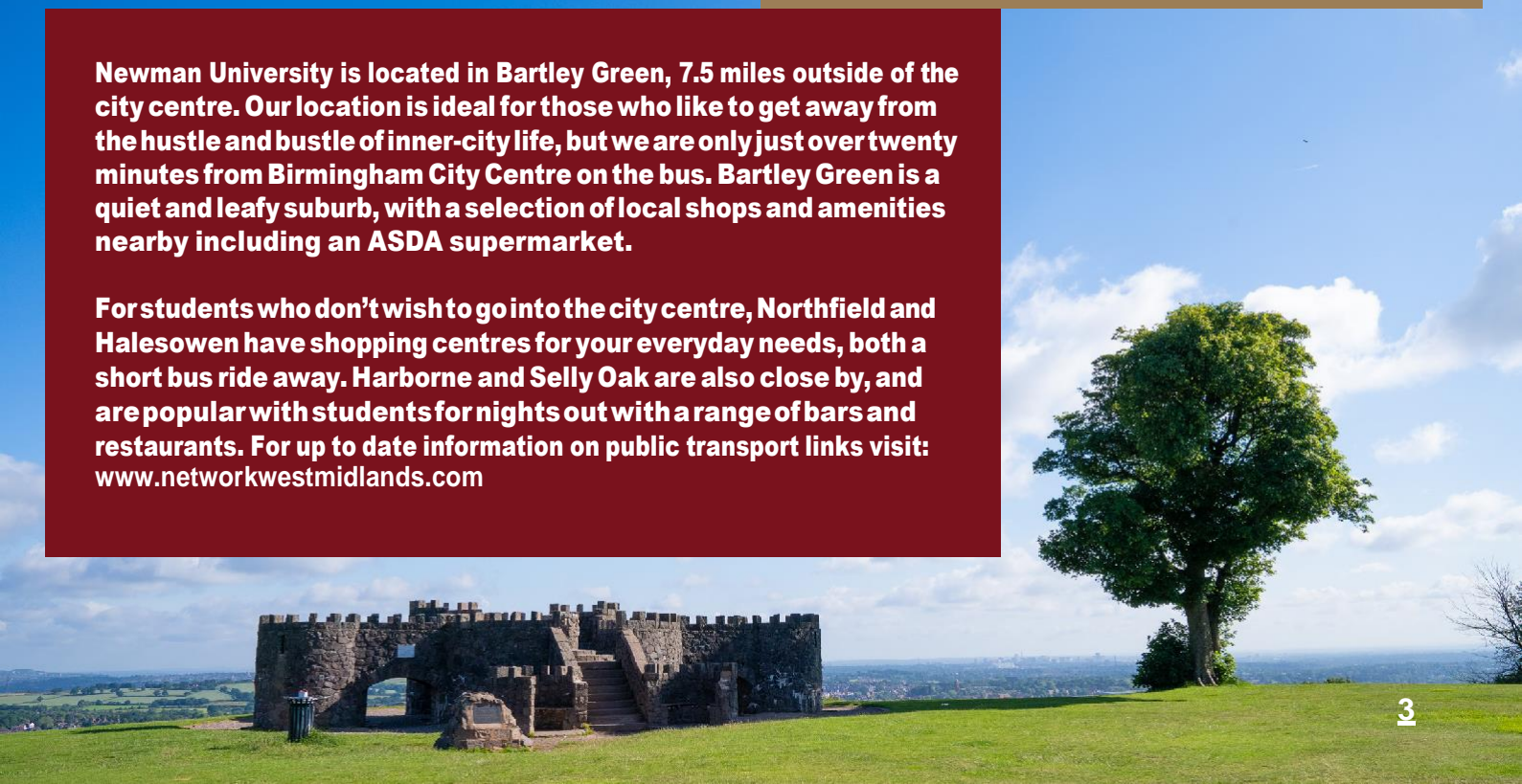
# Being in Birmingham

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.

- NATIONALLY REKNOWNED SHOPPING IN THE BULLRING, SELFRIDGES AND THE MAILBOX
- A MULTITUDE OF THEATRES AND MUSIC VENUES SHOWCASING THE LATEST TALENT
- INDULGE IN ART, HISTORY AND HERITAGE AT A NUMBER OF VENUES INCLUDING BIRMINGHAM MUSEUM AND ART GALLERY, IKON GALLERY AND THE NATIONAL TRUST BACK TO BACK HOUSES.
- HOME TO BIRMINGHAM CITY AND ASTON VILLA FOOTBALL CLUBS AND WARWICKSHIRE COUNTY CRICKET CLUB'S HOME GROUND OF EDGBASTON HOSTS INTERNATIONAL TEST MATCHES
- GREEN SPACES AND MORE CANALS THAN VENICE. ENJOY WALKS AND CYCLE RIDES IN A VARIETY OF PARKS AND NATURE RESERVES.

**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](http://www.networkwestmidlands.com)**





# Accommodation Overview

As a current or prospective student at Newman University, you can contact the Accommodation Office to obtain assistance in finding suitable accommodation.

**If you wish to apply for on-campus accommodation in halls of residence, you will be required to complete the application form and you will be sent a link to MS Forms in order to do so electronically.**

**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.**

## Cofton Hall

**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)**

## 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 accessible 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**

## Bedrooms and Communal Areas in Edgbaston, Maryvale, Littlemore and Oxford Halls

The bedrooms with a shared bathroom in the existing halls of residence are sole occupancy study rooms with hand basin and shared bathroom facilities. The standard en-suite rooms in halls of residence are sole occupancy 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.

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## Bedrooms and Communal Areas in Cofton Hall

Flats contain deluxe en-suite sole occupancy 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.

### TV Access

Students are required to pay for their own TV licence in halls of residence. Please see the website for further information: **Check if you need a TV Licence**



### 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.



### 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. Free on street car parking is available in the surrounding area.

A covered cycle rack is situated just outside the entrance to Oxford Hall.



# Application Process

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 link to the Application Form to be completed in Microsoft Forms will be sent to all students by the Admissions Team.

The Accommodation Office will contact all students when the applications have been considered and the student will receive a Licence to Occupy to complete via DocuSign once their application has been approved.

## Registration

Undergraduates may move into their room in the halls of residence on the weekend prior to starting their course.

Students will need to have paid their first instalment, their deposit, for their bedding pack (if appropriate) by the specified date prior to arrival.

## 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/flat 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

There is a 28 week licence for Foundation Year students and a 16 week licence for Masters (Education and Counselling) and Counselling Certificate. This will cover the periods from Monday 2 January 2023 until Friday 14 July 2023 or Monday 23 January 2023 until Friday 12 May 2023 respectively, to include the Easter vacation period.

## Cofton Hall

**Deluxe en-suite bedroom for the 28 week Licence costs £4004 and for the 16 week Licence £2288**

**Self-contained flats (comprising of one bedroom, bathroom, lounge and kitchen) for the 28 week Licence costs £5460 and for the 16 week Licence £3120**

## Edgbaston, Maryvale, Littlemore & Oxford Halls

**Bedroom with a shared bathroom for the 28 week Licence costs £2786 and for the 16 week Licence £1592**

**Standard en-suite bedroom for the 28 week Licence costs £3724 and for the 16 week Licence £2128**

**Self-contained flats comprising of one bedroom, bathroom, lounge and kitchen for the 28 week Licence costs £4340 and for the 16 week Licence £2480**

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

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

Students will need to complete the accommodation Licence to Occupy digitally and pay the accommodation deposit of £250.00 on the e-store

before a room can be allocated (deposit carried over if they are currently in halls). Students will be required to set up a payment plan on-line by a specified date in December. Card payment 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.



If the application has been approved, the student will be required to sign and complete a Licence to Occupy electronically via DocuSign prior to moving in which will also be signed by the Accommodation Manager. The Licence length will be dependent on the year and type of accommodation and will always include the Christmas and/or the Easter vacation periods. The student will receive a copy of the signed Licence for their reference. Students are required to adhere to the Accommodation Licence and the rules and regulations laid out in the Accommodation Handbook available on the web-site prior to arrival.

Once the agreement has been signed this will commit the student to the full licence 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 the Licence to Occupy will only be cancelled if the students suspends or withdraws from their course and they will need to give 8 weeks notice**

# Payments & Fees

- The first instalment is payable prior to arrival.
- Each instalment is payable on a specific date as agreed with the Finance Team. The whole amount can be paid in advance or split into instalments.

## Payment of Deposit

An accommodation deposit of £250.00 will be payable prior to arrival.

This is an additional amount to the halls fees payments.

## Accommodation Deposit

- 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,
- Deductions will be 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.
- If the student does not commence the course the accommodation deposit will be refunded to the bank account normally within 4 weeks
- 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 Finance office will normally process the refund within 8 weeks after the end of the Licence to Occupy period ends.
- If damage is caused to the communal areas, the students' allocated to that area will jointly be held responsible if the culprit(s) is not identified and will be invoiced at the end of the academic year.



# The Legal Bit...

## 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 Licence.**
- **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, e-mail: accommodation@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 Licence is for the period indicated on the Licence relevant to the students' year group and accommodation choice, unless it is terminated earlier in accordance with the Licence to Occupy.**
- **\*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 Licence within 7 working days of the alternative offer.**
- **The licence length and the conditions for terminating the agreement are laid out in the Licence.**

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: [www.thesac.org.uk](http://www.thesac.org.uk)

The main elements covered by the Code are:

- 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 on the website for prospective students or on the intranet for current students.



#### 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 [www.newman.ac.uk](http://www.newman.ac.uk).

An e-mail will be sent to all prospective students who have applied for accommodation once their place on the course has been confirmed. The student will receive their Licence to Occupy to complete via DocuSign once their application has been approved.

FOR MORE INFORMATION CONTACT:

Karen Carter (Accommodation Manager)  
T: **0121 4832219**  
E: [k.carter@newman.ac.uk](mailto:k.carter@newman.ac.uk)



# Licence to Occupy Summary

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

**Period – Committed for the full licence period including Christmas and Easter vacation periods. Cancellation of the licence 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 licence. 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 Licence to Occupy 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 Residential Advisor/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 licence is only considered if the student suspends or withdraws from their course. If the student 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. 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 licence.**

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

**Relocation/Terminating the Licence for Breach The landlord (at its discretion) may terminate the licence if the student has failed to pay the rent in**

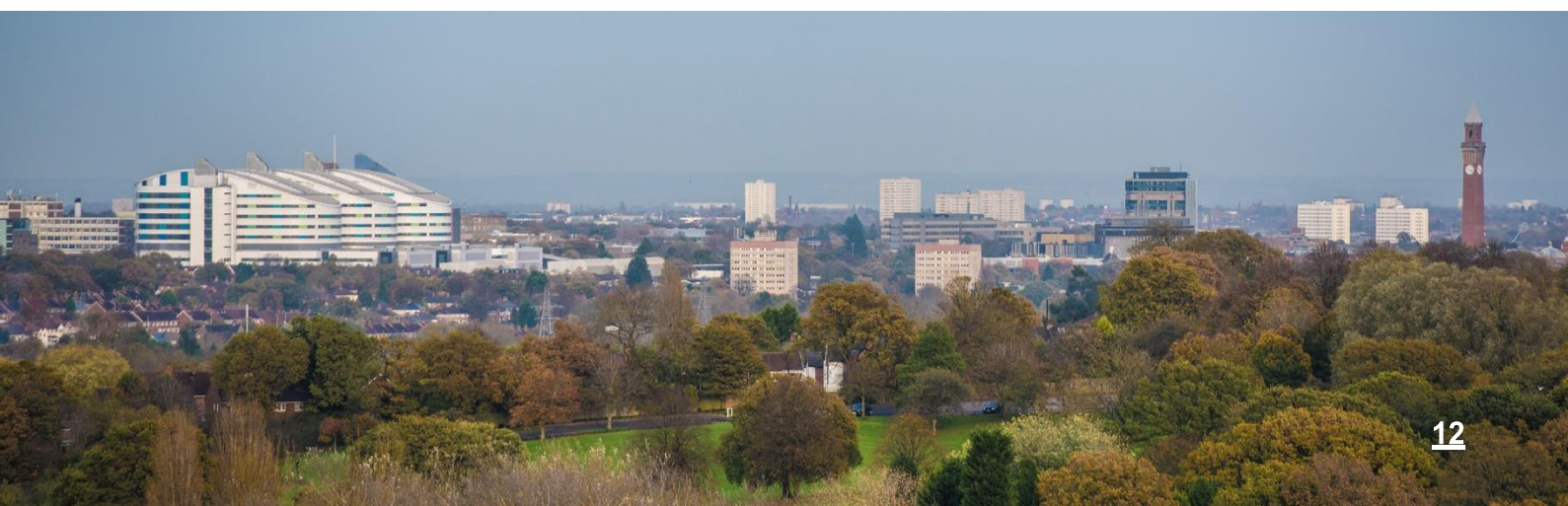
**accordance with this agreement. The landlord may also terminate the agreement or require the student to move to similar alternative accommodation where the student or their guests have persistently breached the terms of the agreement, has committed a serious breach or the landlord reasonably suspects they have done so.**

**Other Reasons for the University Relocating or Terminating the Contract - The landlord (at its discretion) may terminate the licence 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 Licence to Occupy 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 & 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.**

**Licence to Occupy for Current Students - If the application has been approved the student will be required to sign a Licence to Occupy. 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 overseas students and PGCE students are available on the website in 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. Students**

**from overseas 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. Students from overseas arriving in semester two are advised by mid-December.**

**Licence to Occupy for First Year/PGCE Students Licences are sent to students for completion electronically by DocuSign once their place on the course has been confirmed.**

**Licence to Occupy for Students from Overseas - Licences are sent to students for completion electronically by DocuSign once their place on the course has been confirmed**

**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 requests can be met.**

**Accommodation Deposit Policy - A £250.00 deposit is required from first year students (home and overseas students), and PGCE 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 licence), 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 on the date indicated in the Licence to Occupy. 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 Licence to Occupy. Part-time students will be required to pre-pay the first instalment prior to arrival. Students from overseas are required to make an initial payment prior to arrival and to arrange a payment plan once they have moved in.**

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



*“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.”*

**HALLS RESIDENT**

**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, Residential Advisors, 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 Residential Advisor/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.**

**Students with Disabilities - If a resident student wishes to disclose a disability/medical condition they need to complete a Consent to Share Form and liaise with Student Support.**

**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 Accommodation office. Students will be issued with clear guidelines regarding the standard of cleaning expected when the contract comes to an end.**

**Cancellation Policy - The Licence to Occupy 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 Licence to Occupy. 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 licence 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.**





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

**Karen Carter**  
**Accommodation Manager**  
**0121 4832219**  
**accommodation@newman.ac.uk**

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

**Finance Office**  
**0121 483 2253**  
**finance@newman.ac.uk**



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