

# REGENTS COLLEGE HOUSING APPLICATION *(please see reverse for booking conditions)*

## CONTACT DETAILS

*Please attach a passport photo to the application or a jpeg image if emailing.*

Family name  First name

Address

Telephone

Email

**It is VERY important that the email you give is looked at daily as any offers of accommodation will be sent to it: if you do not reply to the emailed offer you will not get a booking.**  
*Make sure that my emails (studserv@regents.ac.uk & barnesj@regents.ac.uk) are on your contact list so they do not go to junk mail.*

## PERSONAL DETAILS

Sex  Date of Birth  School you will be attending    
EBS, RBS, RACL, Webster Foundation, Freshman, 1st year etc

Arrival date:  Departure date:  Level   
Degree seeking, Masters

Student ID (on your offer letter)  Any other details that you think may help you get a suitable roommate:

**HOUSING REQUIREMENTS:** Please indicate your housing preference by putting 1 for first choice, 2 for second and 3 for third. Please note you cannot be guaranteed your first choice.

ON CAMPUS: REID HALL  OLIVER HALL  OLIVER FLATS  COLLEGE APARTMENTS (see over)

SINGLE  DOUBLE  TRIPLE  All rooms are non smoking.

## DISABLED STUDENTS:

Are any adjustments in relation to the allocation and provision of accommodation required?

Yes  No

If yes please give details

I accept the conditions set out on the reverse of this application and I agree to abide by the rules governing College housing. I understand that I am making a booking for ONE TERM only. **Read the cancellation policy (page 2) before signing.**

SIGNATURE  DATE

## HOW TO BOOK

1. All spaces are allocated on a first come first served basis. When all spaces are full a waiting list will come into operation. Priority for ground floor accommodation will be given to students with disabilities who require level access to rooms.
2. Fill out the housing application and return it to:

The Accommodation Office  
Regent's College  
Inner Circle  
Regent's Park  
London  
NW1 4NS

Tel: +(44) (0) 207-487 7483  
Fax: +(44) (0) 207-487 7524  
Email: [studserv@regents.ac.uk](mailto:studserv@regents.ac.uk)

3. The Accommodation Office will then contact you with the offer of a space and, if you wish to take that space, will send you an invoice. Once the invoice has been **fully paid (not a deposit)** the space is booked. **Until full payment has been made no booking has been made.**

**NB When you book a room you book it for ONE semester only. If you want to book for another semester, you MUST REAPPLY. Priority will be given to new students and so it may not be possible to renew your booking.**

### CANCELLATION POLICY

1. Once the invoice has been paid **£250 of the fees are immediately non-refundable.**
2. If, however, you fail to meet the academic requirements set by the admissions officer and as a result the college withdraws its offer of a place, you will receive a full refund.
3. If you cancel for **any** other reason you will receive **no** refund until the Accommodation Officer has found someone to take your space. You will then be refunded as follows: full refund for unused meal plan and refund for bed space from the time that space is filled (minus the £250).

### NOTES ON 'HOUSING REQUIREMENTS' SECTION:

**Reid Hall** is the main on campus accommodation block. **Oliver Hall** is an extension of Reid Hall. The **Oliver Flats** are rooms with their own bathrooms and phones. For details see the College Housing Prices sheet.

**College apartments:** The College will rent off campus housing only if there is sufficient demand. They will be located no more than five tube stops from the college and will have single, double and triple rooms. Please visit the College website at [www.regents.ac.uk](http://www.regents.ac.uk) for more information on this.

Please note that off campus housing is not always available.

**INSURANCE** *Please note that the College accepts no responsibility for damage to or loss of your personal belongings. You are strongly advised to make sure you are adequately insured. If you need help with this please contact the Accommodation Office.*

*Please contact the Accommodation Office if any of this is unclear.*