

**APPLICATION FOR  
RESIDENTIAL ACCOMMODATION  
ACADEMIC YEAR 2008-2009**

A recent photograph of yourself **must** be affixed

**Note: This form must be used by Erasmus and Study Abroad students – instead of applying online.**

\* Please complete in black ink using BLOCK CAPITALS. Answer *all* questions \*

**SECTION ONE - PERSONAL DETAILS**

1. Surname(s) ..... 2. Mr/Mrs/Miss/Ms .....
3. Forename(s) ..... 

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4. Nationality ..... 5. Date of Birth ( day / month / year )
6. Sex (M or F) ..... 7. Single or married .....  
(see note 9 of Conditions of Application)
8. Permanent address.....  
.....  
.....
9. Dates at this address .....
- ☎ ..... Fax ..... E-mail .....
10. Address for correspondence: (if different from above).....  
.....  
.....
11. Dates at this address .....
- ☎ ..... Fax ..... E-mail .....
12. Name and address of parent, guardian, or next of kin:  
.....  
.....
13. ☎ (inc area code).....
14. Home University .....
15. For how long do you require University accommodation? Tick either a) or b) or c) or d) or e)  
(see notes 7, 10, 14 & 15 of the Conditions of Application and Dates of Academic Year on back page)
- |  |   |                          |
|--|---|--------------------------|
| a) 15-19 September 2008  | (Orientation Programme)                           | <input type="checkbox"/> |
| 20 September 2008 – 13 June 2009   | (Full Academic Year)                              | <input type="checkbox"/> |
| b) 15-19 September 2008  | (Orientation Programme)                           | <input type="checkbox"/> |
| 20 September 2008 – 26 January 2009  | (first semester)                                  | <input type="checkbox"/> |
| c) 28 January 2009 – 13 June 2009  | (second semester)                                 | <input type="checkbox"/> |
| d) Temporary University accommodation while seeking accommodation in the private sector* | (available 16 June - 13 Sept)                     | <input type="checkbox"/> |
| e) Temporary University accommodation while seeking accommodation in the private sector* | (12 - 27 January <b>SUBJECT TO AVAILABILITY</b> ) | <input type="checkbox"/> |

\* FOR TEMPORARY ACCOMMODATION YOU MUST **ALSO** COMPLETE THE ENCLOSED YELLOW OR BLUE FORM

16. \*Please indicate your expected date of arrival\* .....

## SECTION TWO - ACADEMIC STATUS

- Please indicate if you are attending Queen's under a mobility programme:  
Erasmus  Study Abroad  Other  (give details) .....
- Subject of study .....
- Undergraduate or postgraduate? ..... 4. Year of study .....  
(eg. 2<sup>nd</sup>, 3<sup>rd</sup>)

## SECTION THREE - ACCOMMODATION PREFERENCE

\* Applicants for Temporary University Accommodation only are not required to complete this section\*

Please carefully read the Conditions of Application and the enclosed Fees Leaflet

- Please state the order of your preferences in the boxes below (1, 2, 3 etc). ONLY STATE A PREFERENCE FOR THE TYPES OF ACCOMMODATION YOU WOULD DEFINITELY ACCEPT IF OFFERED. See the Student Accommodation Handbook for further information on the different halls/houses and the costs.  
**NB** All accommodation is in single rooms and is self-catering

Undergraduate Accommodation					
	Elms Village	Queen's Houses			
		Grant House (Preference given to International Students)	26 – 50 Mount Charles	College Gardens	76 Malone Road
Single Standard	<input type="checkbox"/> <sup>N</sup>	<input type="checkbox"/> <sup>N</sup>	<input type="checkbox"/> <sup>N</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Single Ensuite	<input type="checkbox"/> <sup>N</sup>				
Large Single <sup>1</sup>			<input type="checkbox"/> <sup>N1</sup>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/> <sup>1</sup>

<sup>N</sup> Networked for internet access    <sup>1</sup> There is a limited number of large rooms available

Postgraduate Accommodation (for postgraduate students only)			
	Elms Village	Queen's Houses	
		Guthrie House	32 – 44 Mount Charles
Single Standard	<input type="checkbox"/> <sup>N</sup>	<input type="checkbox"/> <sup>N</sup>	<input type="checkbox"/> <sup>N</sup>
Single Ensuite	<input type="checkbox"/> <sup>N</sup>		
Large Single <sup>1</sup>			<input type="checkbox"/> <sup>N1</sup>

<sup>N</sup> Networked for internet access    <sup>1</sup> There is a limited number of large rooms available

Special Requests	<input checked="" type="checkbox"/> Please tick the appropriate box
<b>Bedding Packs</b> (We do not supply bed linen – you can purchase a new linen pack from us at a cost of £30, payable on arrival. It will include a duvet, duvet cover, pillow, pillow case, under sheet and over sheet.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

- Do you have any disability or recurrent illness which is relevant to the allocation of accommodation? (please give full details - attach a separate sheet if necessary). For Special Needs assessment ensure you contact Disability Services Telephone 028 9097 3225 email [disability.office@qub.ac.uk](mailto:disability.office@qub.ac.uk)

.....  
 .....

Please read the Conditions of Application opposite, sign the Declaration and return to Queen's International, Queen's University Belfast, BELFAST BT7 1NN, Northern Ireland, United Kingdom. Applications which have not been signed will not be considered.

"I have read the Conditions of Application, and I understand that I must abide by them. If admitted to accommodation arranged through the Student Accommodation Office I will abide by the rules and regulations in force there, and pay the fees and charges appropriate to my accommodation contract. **I UNDERSTAND THAT THE PERIOD OF RESIDENCE IS AT LEAST ONE FULL SEMESTER** (except for temporary accommodation).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CONDITIONS OF APPLICATION**

All students wishing to apply for university accommodation should read the following notes carefully, and sign the declaration on page 2, only if they are willing to abide by the conditions listed.

1. This form should only be used by students coming to Queen's University under the Erasmus and Study Abroad mobility programmes. Students are bound by the Regulations and Instructions as set out in the University Accommodation Handbook. **Special attention** should be given to the leaflet entitled "**Fees for Residential Accommodation 2008-2009**". Please note no refund of fees will be made in respect of any absence.
2. Unsigned application forms will not be considered. **You will be notified of your room allocation by email.** Please ensure that your email address is correct and legible.
3. All students resident in University accommodation for semester one or semester two will be required to pay a **£300 deposit at the time of application.** Payment can be made by bankers draft or by completion of the Accommodation Deposit Payment Form (enclosed). This deposit, less a £20 administration charge and any damage fees/bank charges, will be returned to the student's home address as soon as possible after departure from Queen's. Any student who breaks his/her accommodation contract by leaving early will forfeit the deposit and will be liable for fee payment for the duration of the contract.
4. Although every effort is made to secure suitable accommodation, the University cannot guarantee accommodation to incoming students, particularly for those arriving for the second semester.
5. At the end of the study placement, students must return their keys in person to the Reception Desk at the Elms Village. Keys **must not** be left with other tenants. Students who do not return keys will be charged.
6. Please note that Queen's International is unable to assist students in seeking accommodation in the private sector.

**APPLICATIONS FOR SEMESTER ONE OR SEMESTER TWO**

7. Application forms must be received by Queen's International by **1 August 2008** for accommodation for the first semester, and by **2 November 2008** for accommodation required during the second semester. **NB** – First semester students who wish to extend their accommodation contract to the full academic year must notify the Elms Village Reception **by 2 November 2008.**
8. The University will attempt to meet individual student preferences, however, it is not always possible to do so, as the demand for accommodation exceeds the number of places available.
9. The University does not provide accommodation for couples or families. All rooms are singles. If you will be accompanied by a partner or family, please contact the Elms Village Reception for further guidance.
10. **THE PERIOD OF RESIDENCE IS AT LEAST ONE FULL SEMESTER.** Even if the duration of the study placement is less than one semester, any student accepting an offer of accommodation will be required to pay fees for at least one full semester. See semester dates overleaf.
11. In Semester One, the residential year commences on Saturday 20 September. For students attending the International Students' Orientation Programme on 18 and 19 September, University accommodation will be available from 15 to 19 September inclusive at a fixed rate cost for the 5 days. This gives students the flexibility to arrive between 15 and 17 September, to take advantage of the free welcome and transfer service from the two Belfast airports. (Note that this option is only available to students who have reserved a place in University accommodation for at least the first semester of the academic year. Students wishing to attend the orientation programme who have opted to live in private accommodation during the semester should make alternative arrangements.)  
  
In Semester Two, accommodation will normally be available from Wednesday 28 January 2009.  
  
Students who arrive before these dates may be accommodated in temporary guest rooms, if available.
12. Single semester students will receive an invoice for the entire semester period shortly after arrival. All invoices for accommodation must be paid by the date specified on the invoice. Payment must be made in **Pounds Sterling** by cash, cheque, banker's draft, Visa or Mastercard credit cards. Full year students have a number of payment options. Please see the "Where to Stay" handbook for details.
13. Students requiring residence for the first semester only must vacate their accommodation by **10.00 am on 26 January 2009.** Students requiring accommodation after this date (eg. to sit an examination) **must** notify the Elms Village **no later than Monday 12 January 2009.** Second semester students must vacate their accommodation by **12.00 noon on 13 June 2009.**

**APPLICATIONS FOR TEMPORARY UNIVERSITY ACCOMMODATION (while seeking private accommodation)**

14. Students seeking accommodation in the private sector (outside the University) may apply for temporary University accommodation prior to the commencement of the semester. Temporary residence may be reserved between 16 June and 13 September 2008, and from 12 to 27 January 2009 subject to availability. **The enclosed yellow form (Application for Vacation Residence – Summer Vacation 2008) or blue form (Application for Temporary Residence – January 2009) must be completed and returned to Queen's International in addition to this form.**
15. Temporary accommodation must be paid for on arrival in advance, and is non-refundable.

# QUEEN'S UNIVERSITY BELFAST

## Dates of the 2008-2009 academic year

### AUTUMN SEMESTER

(Accommodation available from Monday 15 Sept 2008)

2 days	International Students' Orientation Programme	Thursday 18 Sept – Friday 19 Sept 2008
5 days	Welcome and Induction Programme for all new students	Monday 22 Sept – Friday 26 Sept 2008
<b>Weeks 1 - 12</b>	<b>Teaching</b>	<b>Monday 29 Sept – Friday 19 Dec 2008</b>
3 weeks	Christmas Vacation	Monday 22 Dec 2008 – Friday 9 Jan 2009
<b>Weeks 13-15</b>	<b>Assessment</b>	<b>Monday 12 Jan – Tuesday 27 Jan 2009</b>
	Inter-semester break	Wednesday 28 Jan - Friday 30 Jan 2009

### SPRING SEMESTER

(Accommodation available from Wednesday 28 Jan 2009)

2 days	International Students' Orientation Programme (for new Semester 2 students)	Thursday 29 Jan - Friday 30 Jan 2009
<b>Weeks 1 -9</b>	<b>Teaching</b>	<b>Monday 2 Feb – Friday 3 April 2009</b>
3 weeks	Easter Vacation	Monday 6 April – Friday 24 April 2009
<b>Weeks 10 - 12</b>	<b>Teaching</b>	<b>Monday 27 April – Friday 15 May 2009</b>
<b>Weeks 13 - 15</b>	Revision Period	Monday 18 May – Wednesday 20 May 2009
	<b>Assessment</b>	<b>Thursday 21 May – Saturday 6 June 2009</b>

(End of Residential Year – Saturday 13 June 2009)

