

**APPLICATION FOR
RESIDENTIAL ACCOMMODATION
ACADEMIC YEAR 2009-2010**

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)

--	--	--	--	--	--
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) 14-18 September 2009 | (Orientation Programme) | <input type="checkbox"/> |
| 19 September 2009 – 12 June 2010 | (Full Academic Year) | <input type="checkbox"/> |
| b) 14-18 September 2009 | (Orientation Programme) | <input type="checkbox"/> |
| 19 September 2009 – 25 January 2010 | (First Semester) | <input type="checkbox"/> |
| c) 27 January 2010 – 12 June 2010 | (Second Semester) | <input type="checkbox"/> |
| d) Temporary University accommodation while seeking accommodation in the private sector* | (Available 29 June - 5 Sept) | <input type="checkbox"/> |
| e) Temporary University accommodation while seeking accommodation in the private sector* | (11 - 26 January SUBJECT TO AVAILABILITY) | <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. 2nd, 3rd)

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"/> ^N	<input type="checkbox"/> ^N	<input type="checkbox"/> ^N	<input type="checkbox"/>	<input type="checkbox"/>
Single Ensuite	<input type="checkbox"/> ^N				
Large Single ¹			<input type="checkbox"/> ^{N1}	<input type="checkbox"/> ¹	<input type="checkbox"/> ¹

^NNetworked for internet access ¹There 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"/> ^N	<input type="checkbox"/> ^N	<input type="checkbox"/> ^N
Single Ensuite	<input type="checkbox"/> ^N		
Large Single ¹			<input type="checkbox"/> ^{N1}

^NNetworked for internet access ¹There is a limited number of large rooms available

Special Requests	<input checked="" type="checkbox"/> Please tick the appropriate box
Bedding Packs (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 +44-28-9097 2727 or email disability.office@qub.ac.uk.

.....
.....

Please read the Conditions of Application opposite, sign the Declaration and return to the International Office, 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 2009-2010**". 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 the International Office 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 the International Office by **1 August 2009** for accommodation for the first semester, and by **6 November 2009** for accommodation required during the second semester.
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 19 September. For students attending the International Students' Orientation Programme on 17 and 18 September, University accommodation will be available from 14 to 18 September inclusive at a fixed rate cost for the 5 days. This gives students the flexibility to arrive between 14 and 16 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 27 January 2010.

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 25 January 2010**. Students requiring accommodation after this date (eg. to sit an examination) **must** notify the Elms Village **no later than Monday 11 January 2009**. Second semester students must vacate their accommodation by **12.00 noon on 12 June 2010**.

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 29 June and 5 September 2009, and from 11 to 26 January 2010 subject to availability. **The enclosed yellow form (Application for Vacation Residence – Summer Vacation 2009) or blue form (Application for Temporary Residence – January 2010) must be completed and returned to the International Office 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 2009-2010 academic year

SEMESTER ONE

(Accommodation available from Monday 14 Sept 2009)

2 days	International Students' Orientation Programme	Thursday 17 Sept – Friday 18 Sept 2009
5 days	Welcome Week for all new students	Monday 21 Sept – Friday 25 Sept 2009
Weeks 1 - 12	Teaching	Monday 28 Sept – Friday 18 Dec 2009
3 weeks	Christmas Vacation	Monday 21 Dec 2009 – Friday 8 Jan 2010
Weeks 13-15 }	Assessment	Monday 11 Jan – Tuesday 26 Jan 2010
	Inter-semester break	Wednesday 27 Jan - Friday 29 Jan 2010

SEMESTER TWO

(Accommodation available from Wednesday 27 Jan 2010)

2 days	International Students' Orientation Programme (for new Semester 2 students)	Thursday 28 Jan - Friday 29 Jan 2010
Weeks 1 - 8	Teaching	Monday 1 Feb – Friday 26 March 2010
3 weeks	Easter Vacation	Monday 29 March – Friday 16 April 2010
Weeks 9 - 12	Teaching	Monday 19 April – Friday 14 May 2010
Weeks 13 - 15 }	Revision Period	Monday 17 May – Wednesday 19 May 2010
	Assessment	Thursday 20 May – Saturday 5 June 2010

(End of Residential Year – Saturday 12 June 2010)

