

### 3. STUDENT ACCOMMODATION

3.1 Information about student accommodation is available from Queen's Accommodation, Elms BT9, Elms BT1 and Elms BT2 and on the [Accommodation website](#) which gives details of University owned and managed residences. These regulations apply to accommodation provided by Queen's University Belfast only, all other associated accommodation providers, for example Chaplaincy Centres, will have their own regulations.

#### General Rules

1. Students wishing to apply for accommodation at Queen's should apply online via the Accommodation website.
2. Students must notify the Accommodation Office of their home address and next of kin, and any change to these details during their period of residence in University accommodation. The information should be updated on students' accounts on QGIS, the students' records system (see also [Regulations for Students](#) 5.14).
3. Accommodation offered by the University is dependent on the student accepting a licence agreement for the period of accommodation, paying a deposit and agreeing to a payment plan to cover the accommodation fees. Students must confirm their preferred payment plan prior to checking-in.
4. The deposit is refundable at the end of your contract but will be used to off-set any accommodation arrears or other sums due to Queen's Accommodation for example, damages to property.
5. Queen's Accommodation will communicate payment dates for accommodation fees in line with the payment type selected as part of the offer of accommodation.
6. A reminder will be sent in advance of each due payment date and to advise that an administration charge of £25.00 will be applied for failed direct debit payments. This charge will be added to the student's accommodation account.

#### 7. Overdue fees

The accommodation fee must be paid in accordance with the payment schedule agreed with the Accommodation Finance Team. If a student does not meet the payments agreed, and does not engage with the Accommodation Finance Team to agree an alternative payment plan, action will be taken to recover the debt. Failure to engage with the Accommodation team to agree a suitable plan to manage payment in respect of outstanding fees will result in access to the student's accommodation being denied until such times as they engage.

Failure to settle accommodation fees will result in the student being asked to leave University accommodation and details of their account will be passed to the University solicitors for recovery of debt. If a student has outstanding accommodation fees debt, they will be ineligible to re-apply for University accommodation.

Other financial advice is available by contacting Advice SU or Income and Student Finance staff at the Student Guidance Centre.

#### 8. Accommodation fee paying options:

**(a)** Students accepting a contract of one semester or less are required to pay their residential fees in full prior to taking up residence.

**(b)** International students accepting a contract for 38, 39 or 51 weeks may pay by one of the following four options:

- i. Provide evidence of sponsorship or scholarship from a government or other official organisation, or
- ii. Pay the total annual accommodation fee at or prior to check-in, or
- iii. Pay an advance of 50 percent of their fee at or prior to check-in, the balance being payable on 1 February, or
- iv. Pay by Direct Debit: 25 percent of the total fees must be paid at or prior to check-in. A direct debit mandate must be completed for the remaining fees. Direct debit payments are taken directly from your bank in three equal payments 1 January, 1 February, and 1 March

**(c)** All other Students accepting a contract for 38, 39 or 51 weeks may pay by one of the following options:

- i. Full payment at or prior to check-in.
- ii. Direct debit – three direct debit instalments. Accommodation fee will be collected in 3 direct debit instalments on 1 November, 1 February and 1 May to coincide with student loan payment dates.
- iii. Direct Debit – seven consecutive monthly direct debit instalments. Your accommodation fees will be collected in consecutive monthly direct debit instalments from 1 November to 1 May.
- iv. Salary deduction. Postgraduates receiving a Queen's salary or stipend can have their fee deducted at source in seven consecutive instalments from October to April inclusive.

#### 9. Withdrawal from University:

A student withdrawing from University must give two weeks' notice to the Accommodation reception prior to vacating their room and provide a copy of the official University withdrawal

form issued by the School. The student will continue to be liable for residential fees until they have given notice, vacated the room and returned the key or fob. In the event that the room cannot be re-let the deposit will be used to off-set the loss of residential fees.

Taking the action as set out above will not preclude the University from pursuing repayment of any outstanding debt by, for example, using a debt recovery agency.

#### 10. Requesting release from an accommodation contract:

The accommodation contract is not a tenancy and does not have a break clause or notice period allowing a student to end the contract before the due date. The accommodation contract commits a student to stay in the University's residence for the duration of the contract, either short-term, single semester, 38, 39 or 51 weeks. If for whatever reason a student decides to leave therefore, they will still be liable for the fee until another student who is not already a resident in Queen's Accommodation takes up the room, the occurrence of which becomes more difficult later in the semester. In all cases the student must contact the Accommodation reception to complete an accommodation release request form.

A student excluded from accommodation under the Conduct Regulations or in respect of non-payment of fees, will be asked to vacate their room and will continue to be liable for residential fees for the term of the accommodation contract and will forfeit the deposit.

Taking action as set out above will not preclude the University from pursuing repayment of any outstanding debt by, for example, using a debt recovery agency.

### 3.2 ADMINISTRATION AND RESIDENTIAL RULES

1. Overall supervision of student accommodation rests with the Student Plus Directorate.
2. The University's [Conduct Regulations](#) apply to all Queen's students regardless of where they choose to reside. Information relating to conduct and discipline specific to University residences is available in the Conditions of Occupancy and in the booklet 'Guide to Living, Student Handbook 2021-22', available on the [Accommodation website](#).
3. Students residing in the private sector are invited to refer difficulties which may arise in connection with their accommodation to Advice SU.