# Completing your HAS Placement Accommodation Application Form

When we allocate accommodation all we have to guide us is the information on your application form. It is essential that you complete this online form as accurately as possible and submit it to Accommodation Services within **10 days** of receipt to secure an offer of accommodation. We will need to take into account your preferences, which may affect our allocation.

## Completing your form

### Personal Information

You may be asked to quote your Student ID Number in correspondence or phone calls to Accommodation Services.

* We will send all correspondence to the Term time address unless you advise us otherwise. Correspondence regarding your accommodation will be emailed to your UWE address you after we have received your completed application. **If you do not return the application form we will not book accommodation for you.**
* Please ensure you provide an Invoice Address as invoices will be sent out whilst you are on placement. At the end of your placement the invoices will also appear in your MyUWE portal.

The answers to these questions are taken into account when we offer accommodation. It is important that you answer clearly, accurately and honestly. Please give clear details of any medical conditions (however minor), special needs or religious factors that you feel we ought to be aware of when we book accommodation. All information you provide will be treated confidentially by the University. **However, please note that the landlord will be given your contact telephone number unless you instruct us otherwise**.

* Every effort will be made to place students in a location convenient to their placement. However, the final decision as to which accommodation is offered is made by the University at its absolute discretion. You may be required to use public transport to reach your placement.
* ***Before signing the form, please ensure that you have read and understood the terms and conditions. You should be aware that you are required to give 48 hours’ notice to Accommodation Services should you no longer require accommodation.***

***Accommodation Services may charge a late penalty fee.***

Finally, please check that you have completed all the appropriate sections clearly and accurately and have signed and dated the form. Should you have any queries please telephone **(+44) 0117 328 3601**

## TERMS AND CONDITIONS

1. The University will arrange and make an offer of accommodation where the placement is in excess of 25 miles radius from the student’s registered University base.
2. Accommodation will normally commence on a Sunday and end on a Saturday.
3. The residential accommodation used for placements will be either:
4. Trust accommodation, usually owned by an NHS Trust. Accommodation will normally be self-catering with use of cooking and other shared facilities.
5. ‘Other’ accommodation. On occasion either University or College owned / managed accommodation may be provided, with similar facilities to Trust accommodation.
6. Bed and Breakfast style accommodation. Breakfast will usually be included along with use of guest facilities. **Cooking facilities will not normally be available. The University will not fund additional meals.**
7. A private house or Lodging style of accommodation with a resident Landlord\*. Residents will usually have a single bedroom\*\* and use of cooking and other shared facilities.
8. Only **one** offer of accommodation will be made.

***Please ensure that any special requirements are clearly indicated on your application form***, accompanied by any necessary supporting documentation. Please continue on a separate sheet of paper as required.

1. It is the student’s responsibility to inform Accommodation Services immediately should you decide that you no longer require accommodation after an offer of accommodation has been made, if you fail to do so, you may be held liable for the cost of a three week penalty fee.

**It is the student’s responsibility to check Accommodation has been booked** if you have not received confirmation details.

1. The University will only be responsible for the rental costs of the accommodation provided. Costs such as telephone, extra cleaning or laundry bills ***will not*** be paid by the University and are the sole responsibility of the student. Use of such facilities should be negotiated with the Landlord direct.
2. No pets can be taken into any placement accommodation.
3. Students are reminded that whilst on placement, they are Guests within the accommodation provided and are acting as ambassadors for the University. It is your responsibility to behave in a responsible and professional manner at all times.

Accommodation is single occupancy, guests will have to arrange and pay for their own accommodation.

*\* The term Landlord is intended to indicate either a man or a woman and is used entirely on the grounds of brevity*

*\*\* In exceptional instances students may be asked to share rooms. In these cases students will be contacted beforehand to ensure such arrangements are acceptable.*

***Disclaimer***

*The information contained in these notes is given without any responsibility on the part of the University. Whilst the University has taken the utmost care to ensure that the information given is correct at the time of going to print, accuracy cannot be guaranteed. The University reserves the right to make changes from time to time.*

*Regarding the accommodation that may be offered, the University cannot guarantee that the standards offered will be consistent due to the differing types and widespread locations of the accommodation. The University may make an offer of accommodation at its absolute discretion and whilst endeavouring to ensure that this offer is suitable, cannot be responsible for problems that may occur at the accommodation once the offer has been accepted. The nature of the offer does not involve a Property Management Service, License to Occupy or any other legally binding agreement.*