Pre-sessional summer accommodation

A guide for agents

We hope that you will find this brief guide to accommodation applications helpful. There is more information available from http://www.bristol.ac.uk/accommodation/language-students/.

If you have a further inquiries please email us at Accom-Office@bristol.ac.uk

Self- catered accommodation is available for single, unaccompanied students studying one of the following courses at the Centre for English Language and Foundation Studies (CELFS):

- Pre-sessional academic English
- Certificate in English Language Teaching to Adults (CELTA)

Please note: if you are acting for a student who is coming to Bristol with their partner or their family, you should advise them that they will need to look for privately rented accommodation. Please contact us for further help and advice on this option.
Table of Contents

Applications ........................................................................................................................................ 3
Accommodation fees ....................................................................................................................... 4
Tenancy contracts ............................................................................................................................ 5
  Moving into postgraduate accommodation after a pre-sessional course ...................................... 5
Accommodation offers ...................................................................................................................... 6
Paying for accommodation .............................................................................................................. 6
Arrivals and moving in .................................................................................................................... 7
Residences .................................................................................................................................... 7
  Facilities ....................................................................................................................................... 7
  Residences ................................................................................................................................. 8
Cancellations ................................................................................................................................. 8
Applications

Students can apply online from 23 March 2015 at http://www.bristol.ac.uk/accommodation/language-students/

Completing the online application

- Students will need to complete the Login Information: (Surname, Date of Birth Student Number)
- It is essential that the student provides their own email address. The accommodation offer can be identified by email address only, if it is sent to you as their agent, the student will miss their offer
- Students will need to provide their personal details
- Students will be able to select a room type, however we cannot guarantee to offer them that room type. We fill our en suite rooms very quickly. If your student receives an offer of a standard room when they chose an en suite this is because all the en suites are gone. They should accept the standard room offer.
- Students cannot select a residence and they should not email us with a preferred residence as we are not able to meet these preferences.
- It is very important that students supply any health or hardship information relevant to their accommodation. Please be aware that a doctors’ certificate may be required as evidence of a medical or hardship need. This box should not be used for any other information such as preferred floor. Students who misuse this box will be placed on the ground floor.
- Once the form is complete the student should check their details and once correct, students need to click the ‘I Agree’ button

A confirmation message will appear. The student can log back into their application at any time to see this message.
## Accommodation fees

Accommodation fees are not included in course fees. The fees vary according to room type, facilities and length of let. The fee includes:

- Rent, heating, hot water and internet
- Insurance of personal possessions (except at Woodland Court*). Students should check the level of cover is suitable for your belongings and extend this directly with the insurance company if necessary.
- A bedding pack which should be taken on to postgraduate accommodation
- Provision and use of kitchen equipment, which should be taken on to postgraduate accommodation
- Administration costs

Laundry and telephone charges are not included in the fees below.

### Fees by course and room type:

2015 fees are listed in the table below:

<table>
<thead>
<tr>
<th>Room type</th>
<th>Pre-sessional 10 weeks</th>
<th>Pre-sessional 6 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>En suite</td>
<td>£1849.65</td>
<td>£1247.40</td>
</tr>
<tr>
<td>Small en suite</td>
<td>-</td>
<td>£1071.60 - £1158.00</td>
</tr>
<tr>
<td>Standard</td>
<td>£1546.28</td>
<td>£925.72 - £1054.28</td>
</tr>
<tr>
<td>Small standard</td>
<td>-</td>
<td>£900.00 - £985.72</td>
</tr>
<tr>
<td>Studio</td>
<td>£2191.44</td>
<td>-</td>
</tr>
</tbody>
</table>

Please note: we cannot guarantee to meet room preferences. Due to pressure of numbers students cannot choose a preferred residence.

### Additional charges at Woodland Court

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit, refunded at end of tenancy unless there is any damage</td>
<td>£200</td>
</tr>
<tr>
<td>Insurance – not refunded</td>
<td>£13.20</td>
</tr>
<tr>
<td>Administration fee – not refunded</td>
<td>£50</td>
</tr>
</tbody>
</table>
Tenancy contracts

<table>
<thead>
<tr>
<th>Course</th>
<th>Tenancy start date</th>
<th>Tenancy end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 10</td>
<td>17-Jun-15</td>
<td>13-Sep-15</td>
</tr>
<tr>
<td>PS 6</td>
<td>15-Jul-15</td>
<td>13-Sep-15</td>
</tr>
<tr>
<td>CELTA</td>
<td>TBC</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Please note that students cannot move in before the contract start date. Students arriving early will need to arrange to stay in a hotel or guesthouse.

All tenancies are for a fixed term no refunds will be given even if a student moves out early.

Moving into postgraduate accommodation after a pre-sessional course

If your student wishes to stay in University accommodation for their postgraduate year, when making their postgraduate accommodation application, they should apply to either Blenheim Court, Chantry Court or Deans Court. Their pre-sessional tenancy contract will take them up to the move in dates at these three residences. Otherwise there will be a week’s gap between moving out of their summer accommodation and into their postgraduate accommodation and they will need to find their own accommodation during this week.
Accommodation offers

Offers will be sent to the student’s personal email address from 27 April 2015. Offers will be sent weekly starting with PS 10 offers. Due to the volume of applications it will take several weeks to get through all the offers. Students should not contact us to chase their offer until after June 1st.

The offer will contain details of the residence and room type offered but not the room number.

Students should read all the documents included in offer very carefully and follow the instructions provided. The acceptance deadline is seven days from the date of the offer.

Accepting the offer

Before the deadline pre-sessional students must:

- access and accept the accommodation offer online
- pay the accommodation fees online (by card)

CELT A students will receive the accommodation offer by email.

By the deadline they must:

- sign and return their contract to us by email
- pay their accommodation fees online (by credit card)

We cannot hold a room without payment and acceptance of contract. If a student is waiting for a visa and has been made an offer of a room, s/he should accept the offer. We cannot guarantee that another room will be available.

Paying for accommodation

A link to our online payment facility will be provided in the student’s offer. The student will need a credit card to make the payment. We are automatically updated with all payment therefore there is no need for a student to send us proof of payment.

The accommodation will not be reserved until the fees have been paid in full.
Arrivals and moving in

Arrival and moving in details will be sent to the student’s personal email address.

Residences

Facilities

All of our residences are non-smoking throughout. University owned residences are managed in compliance with the UUK code of Practice. A2Dominion owned residence Woodland Court is managed in compliance with the National Code.

Bedroom
Rooms contain a single bed (with mattress and bedding), desk, chair, bookshelves, clothing storage and mirror. Some rooms contain a telephone.

En suite or shared bathroom
En suite rooms have a small bathroom attached to the bedroom. This contains a washbasin, mirror, shower and toilet and it is not shared with other students. If a student’s room is not en suite they will share a bathroom with other students.

Kitchen
Kitchens are shared with other students and contain a cooker (oven, hob and grill), fridge/freezer, microwave, kettle, toaster and cupboards for food storage. Pans, cooking utensils, crockery and cutlery are all provided.

Internet
ResNet provides high speed wired and wireless Internet access for students in residences. It is included free of charge in all study bedrooms within University owned residences and is also available in Unite House, Chantry Court and Woodland Court. Over 90 per cent of students rate ResNet as good or excellent.

Insurance
Basic possessions insurance cover is provided. Policy details can be found below:

- [Insurance policy](#) details for University of Bristol residences (all residences except Woodland Court)
- [Insurance policy](#) (PDF, 355kB) details for A2Dominion residences (Woodland Court)
Residences

In 2015 students are likely to be housed in one of the following residences:
  • Woodland Court
  • Manor Hall
  • Tamarillo House
  • Richmond Terrace
  • University Hall
  • Colston Street
  • 121 Queen’s Road

Cancellations

How to cancel an accommodation reservation

To cancel an accommodation reservation for 2015 the student must email the Accommodation Office: accom-office@bristol.ac.uk. The message must include the student’s name, student number and the name of the residence.

All students can cancel their accommodation reservation within seven days of accepting it, or up to the cancellation deadline below (whichever is later) and receive a full refund of any monies paid provided they have not already moved into the accommodation.

Refused visas

If a student reserves a room but cannot come to Bristol because their visa is refused, s/he will get a full refund as long as they tell us before the cancellation deadline. Please also read the cancellation details in the contract.

<table>
<thead>
<tr>
<th>Course</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-sessional academic English (10 week course)</td>
<td>12 June 2015</td>
</tr>
<tr>
<td>Pre-sessional academic English (6 week course)</td>
<td>06 July 2015</td>
</tr>
<tr>
<td>Certificate in English Language Teaching to Adults</td>
<td>TBC</td>
</tr>
</tbody>
</table>
University of Bristol
The Accommodation Office | The Hawthorns | Woodland Road | Bristol | BS8 1UQ

📞 +44 (0)117 95 46640
✉️ accom-office@bris.ac.uk

Office opening times: Monday 10-4, Tuesday 1-4, Wednesday 10-4, Thursday 10-4, Friday 10-4