



Accommodation Booking Procedures – January 2010 students

Introduction

All Sheffield International College students have the opportunity of a place in one of our self catering Halls of Residences on the University's city campus. In these halls, all rooms are en-suite (meaning you have your own bathroom) and are grouped into apartments where you will share kitchen and dining facilities.

General Information on living in a Hall of Residence

How long will you live in the Hall of Residence?

In the UK, students are generally required to sign a contract for a minimum period of one academic year. As a Sheffield International College student starting in January, you will be required to sign a 38 week contract, with the possibility of extending this, or moving to a different hall of residence at the beginning of your second term. Contracts will start on Saturday 16 January 2010 and if possible, you should try to arrive in Sheffield on this date, or on Sunday 17th or Monday 18th January 2010. It may be possible however to gain access to your room earlier if you cannot arrive on Saturday 16 January but there will be a small extra charge payable. You must tell the college if you intend to arrive early, so that special arrangements can be made. After your accommodation contract has ended, you will be able to decide whether you would like to move into privately rented accommodation with friends or continue to live in a hall of residence when you start studying at the University of Sheffield.

It is important to understand that staying in a hall of residence is not a short term option. It is not possible to live there for 1 or 2 weeks and then move out. By applying for the accommodation, you are committed to staying in and paying for the accommodation for the length of the contract (38 weeks). If you do wish to live in temporary accommodation while you arrange your own place to live, a list of affordable hotels close to the College is available here: <http://www.shef.ac.uk/city/hotels.html>

Dos and don'ts when living in a hall of residence

When you are living in a hall of residence, you will share a kitchen and lounge area with other students in your flat / apartment. By following these simple guidelines, you can ensure the flat remains a pleasant place to live for all students living there!

- Try to speak English at all times, even if you are in a flat with a student from your own country.
- Do not play loud music late at night!
- When cooking in the kitchen, clean up after yourself! Do not leave dirty saucepans, cooking items, dishes and plates after you have eaten.
- Try to arrange evenings when all students in the flat eat a meal together, rather than cooking individually. This is a great way to practise your cooking and also save money!

Opal 3

Opal 3 opened in September 2009. It has excellent facilities and is in a convenient location for Sheffield International College students. It is only a ten-minute walk to both the College and the University of Sheffield's main campuses. The city centre is about a 20 minute walk from the halls, and the shops and restaurants of West Street are just 15 minutes away. The 24-hour security means you can relax in a safe and comfortable environment.



Accommodation & Facilities

Apartments have 4, 5, or 6 bedrooms and each bedroom has its own en-suite bathroom facilities including a washbasin, shower and toilet. All bedrooms are furnished with a $\frac{3}{4}$ bed, wardrobe, chair and desk. Internet access can also be arranged as an extra cost. There is a shared kitchen within each apartment and these are well equipped with an electric hob and oven, toaster, microwave, kettle, large fridge freezer and cooking utensils. For those times when you are not busy studying, you will be able to relax with your flat mates in the lounge area, which offers comfortable seating and a dining table. For those students who enjoy keeping fit, there is also a fully equipped leisure centre and swimming pool at Opal 2 available at an extra cost and available to Opal 3 residents. Opal 3 has 24-hour security, making it ideal for younger students.



Prices

Prices from £95-£102 GBP per week including all electricity and water costs *

A £260 advance payment secures your accommodation and is taken off the full rent payment.

Gym membership is approximately £30 per month

Booking

See information on separate page

* Prices correct at time of posting but may be subject to change

Extras

Bedding

We can offer a bedding pack so that your stay in Sheffield is as comfortable as possible from the very first night. These packs contain a duvet and duvet cover, a pillow and pillow case, and a top sheet.

Bedding packs are available at a cost of £35 and are automatically given to all students in College accommodation. If you would not like to receive the bed pack, please indicate this on your accommodation form.

Advice about coming to Sheffield.

- All contracts start on the 12th September 2009 so please try to arrive as close to this date as possible. Please ensure you send back your arrival form as soon as possible so that we know when to expect you.
- Plan your journey to allow enough time to go through immigration and to collect your luggage, allowing for airport delays. If you have booked an airport pickup, it will not wait past your expected arrival time!
- Although it may be tempting to arrive early to get settled in Sheffield, please note that you will be unable to register at the college until 15th September and that bank accounts cannot be opened before you have registered.
- It will take time to open a UK bank account so please bring enough cash with you to last a few weeks. Do not bring too much cash, however, as you will need to keep it safe until you can put it in your bank account.
- If you need to register with the Police, this will be done at the college during the first week. This means that if you arrive on time, you will not need to go to the Police station to register.
- Please make sure that you have read through your accommodation contract carefully before signing it. Once you have signed your contract, you are liable to pay for the room until the end of the tenancy. Do not sign unless you are certain you wish to accept the contract!

- **How to book your accommodation**

The information on this page explains the process of booking accommodation in Sheffield and also arranging collection and transfer from your UK arrival airport

Step	What will happen?
1.	After you have paid your deposit to secure your place on your course, you will be sent a COE (Confirmation of Enrolment) letter with which to apply for your visa. Included with your CoE will be our Accommodation Booking Form and Arrival Details Form . You will also be able to fill out the accommodation form online at https://kaplan.wufoo.com/forms/sheffield-accommodation/
2.	You should complete and return both forms to us as soon as possible. These forms tell us what type of accommodation you require as well as the date and time of your arrival into the UK. This will also enable you to arrange a pick up from Manchester airport to take you to your accommodation.
3.	When we have received your Accommodation Booking form, you will receive a confirmation of receipt by email.
4.	When we have received your Arrival Details form, we will book your pickup and send you confirmation of this by email. We will also confirm your accommodation at this stage.
5.	The hall of residence will then send you a copy of your contract by email. It is very important that you read this contract carefully and bring a signed copy of it with you.
6.	You will be required to pay £260 GBP before you arrive or immediately upon arrival. This can be paid by credit/debit card, bankers draft or you can make a bank transfer if you would prefer to pay before arrival. (please see next page for payment details for the different halls of residence) PLEASE NOTE THE HALLS DO NOT ACCEPT CASH OR TRAVELLERS CHEQUES. Please note, you will not be given the keys to your accommodation when you arrive unless you pay £260 , so please ensure your bring a method of payment with you. If you have paid by bank transfer, you MUST bring a receipt of the transfer with you.
7.	When you receive your contract you will be asked to provide a Guarantor and information. A Guarantor is the person who accepts responsibility to pay the accommodation fees if you are not able to. With your contract, you will receive information about the amount you will need to pay for your accommodation fees. Please arrange to bring with you a bankers draft for this amount, made payable to the hall of residence (details on the next page) and not to the Sheffield International College.
<p>Please remember: Payment for accommodation should not be made to the Sheffield International College. Payments should be made to the appropriate payee, depending on in which hall you have been allocated a place.</p>	

Bank details for halls of residence

If you decide to make a bank transfer for the accommodation fees and/or the deposit.
When making the transfer, it is very important that you quote:

- **Your name**
- **Date of birth**
- **Student number**

Your student number can be found on the top of your confirmation of enrolment letter.

Opal 3

Account name:	Opal Property Services Ltd	Bank Address:	RBOS
Account number:	20919792		38 Mosely St
Sort code:	16-00-01		Manchester
IBAN no:	GB66RBOS16000120919792		M60 2BE
IBAN BIC no:	RBOS GB2L		
