

# Accommodation Application Form

## 2018 - 2019

Please complete this form using BLOCK CAPITALS IN BLACK PEN, and return to Accommodation Service, Loughborough College, FREEPOST LE5457, Radmoor Road, Loughborough LE11 0BR or email to accommodation@loucoll.ac.uk

**Loughborough**  
COLLEGE est. 1909



\*ACS01/1819\* Accommodation Application Form

Student Reference Sticker Area

### 1. Personal details

Title	Mr/Mrs/Miss/Ms	Known as	<input type="text"/>	Legal gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname(s)	<input type="text"/>			Date of Birth	<input type="text"/>	
Previous Surname(s)	<input type="text"/>			Age on 31/08/18	<input type="text"/>	
Forename(s)	<input type="text"/>			Tel No (Home)	<input type="text"/>	
Home address	<input type="text"/>			Tel No (Mobile)	<input type="text"/>	
	<input type="text"/>			Email address	<input type="text"/>	
Postcode	<input type="text"/>					
Country	<input type="text"/>			Full Course Title	<input type="text"/>	

**Please tick appropriate boxes - this information will help us to support you**

Please provide additional details in **Section 4**

Do you consider yourself to have a disability? Yes  No

Do you consider yourself to have a learning difficulty? Yes  No

Will you need support? Yes  No

Is the gender you identify with the same as the one assigned to you at birth? Yes  No  Prefer not to say

**Are you an Elite Sportsperson?** Yes  No

If yes, what is your sport

### 2. Accommodation requirements

**Period that accommodation is required**

Date From:  Date To:

Please give 3 choices for accommodation in order of preference as we cannot always guarantee your first choice. This is due to high demand.

Building	Room Type	En-Suite	Self-Catering	Internet Access	Weekly fee	Annual fee	Choice 1,2 or 3
A Block (36 rooms)	Standard single Bed	NO	YES	YES	£104.20	£4,480.60	<input type="text"/>
B and C Blocks (64 rooms) C Block for Under 18's	Standard single Bed	YES	YES	YES	£114.50	£4,923.50	<input type="text"/>
D and E Block (70 rooms)	Standard single Bed	YES	YES	YES	£125.00	£5,375.00	<input type="text"/>
Elite Athlete Performance Centre (11 rooms) Under 18's only	Standard single Bed	YES	YES	YES	£123.00	£5,289.00	<input type="text"/>
Elite Athlete Performance Centre (6 rooms) Under 18's only	Large single Bed	YES	YES	YES	£129.00	£5,547.00	<input type="text"/>
Stan Bell (36 rooms)	Standard single Bed	YES	YES	YES	£129.00	£5,547.00	<input type="text"/>

Bedding pack (duvet, pillow, sheet, cover, pillowcases) £40.00

Yes  No

I wish to receive more information on catered packages

Yes  No

How are the fees going to be paid? i.e. Parental funding, scholarship, RSS, SFE loan, DD. *NB further details may be required.*

- The contract period is for 43 weeks for all Halls of Residence Accommodation
- All accommodation types are NO SMOKING
- Please inform us of any special accommodation requirements **(See Section 4)**

### 3. Accommodation allocation requests

**Whilst it cannot be guaranteed we will try allocate you accommodation considering your allocation requests:**

Flat allocated to all male/female

Male  Female  No preference

Flat shared with group i.e. Futsal, RFL, Sports Academy, etc

### 4. Additional information

Please use the space below to provide any additional information/requests (preferred floor level or share with named friends, flat shared by specific dietary needs) which would aid us in processing your application. This space can be used to provide information related to any sections above and/or new information you deem appropriate e.g. learning or disability support needs. Please continue onto a separate sheet if necessary. We will do our best to accommodate you in accordance with your requests, but please note that all requests cannot be guaranteed.

### 5. Guarantors details (all students must provide a guarantor to be accepted into the college accommodation)

Title	Mr/Mrs/Miss/Ms	Known as	<input type="text"/>	Legal gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Surname(s)	<input type="text"/>			Tel No (Home)	<input type="text"/>
Forename(s)	<input type="text"/>			Tel No (Mobile)	<input type="text"/>
Home address	<input type="text"/>			Email address	<input type="text"/>
Postcode	<input type="text"/>				
Country	<input type="text"/>				
<b>Guarantor's signature</b>	<input type="text"/>				
Date	<input type="text"/>				

#### Loughborough College - Sterling bank account details.

**Account Name** Loughborough College  
**Bank Name** Lloyds Bank  
**Bank Address** 37-38 High Street, Loughborough,  
Leicestershire, LE11 2QG, United Kingdom  
**Sort Code** 30-65-85  
**Account Number** 40329560  
**BIC/SWIFT** LOYDGB21689  
**IBAN** GB04LOYD30658540329560

*Please ensure your student number, name and details of what you are paying for are added to any available comments. This will aid us in allocating your payment to the correct account.*

You are required to send a deposit of £325 which includes a £50 non-refundable booking fee. Deposits are non-refundable to students who do not move in, except for those who have visa problems. Additional amounts of £30 is included for the Halls Social Fund Contribution, which helps to run social events and includes an Arrivals/Fresher's pack, and £25 for course fees for a Level 2 Basic Food Hygiene course, which is mandatory to attend. The remaining £220 is refundable at the end of the contracted period, minus any outstanding account charges and damage repair charges. If you have lived in college halls in the previous year, you are required to top up the deposit to £275.

### 6. Medical details

Do you have any medical conditions? Yes  No

Please give a brief description below:

## 7. Halls of Residence Student Trips and Visits

### Visits outline

Loughborough College promote student visits as part of the enrichment programme. We recognise the value to students taking part in a wide range of visit activities. To ensure the enrichment visits take place in a safe and secure environment, visits follow a rigorous approvals process and only approved visits take place. Whilst on the visit staff follow the Loughborough College staff code of conduct and students are required to follow the student code of conduct, both codes are attached to this consent form.

### Types of visit

This consent form covers all types of visit organised in the current academic year. Loughborough College will organise student visits throughout the academic year to include cultural, team building, lifestyle and programme related visits.

Sports students may be scheduled to visit other organisations for sports fixtures. Uniformed services students will be scheduled to visit MOD and other related facilities.

### Overnight visits

Overnight accommodation (Hotels, B&B are booked through the College travel agency, using a third party who vets the accommodation). Sleeping plans form part of the approval process to ensure the safeguarding of all students and staff.

### Schedules

It is not always possible to schedule all visits at the beginning of the year. To gain the most from our student visits we take advantage of current circumstances and opportunities as they emerge. We will however ensure that you are notified of a visit as soon as it is confirmed.

### Student visits annual medical consent information:

#### Medication

(Please indicate any medication being taken, please give as much information as possible)

Please state below any activities you will be unable to participate in due to any illness/injury

Dietary information

*N.B: All students are responsible for bringing and looking after their own medication.*

### Emergency Contacts:

Contact One Name	<input type="text"/>	Contact Two Name	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Relationship to you	<input type="text"/>	Relationship to you	<input type="text"/>

If aged over 18, please indicate your permission to contact your Emergency Contact when necessary Yes  No

I, (student name) , agree to adhere to the student visit code of conduct.

**Student signature**  **Date**

### Parent/Guardian to agree and sign if student under 18 years of age or is a dependent adult

I, (please print your name)

being the legal parent/guardian of the above named student; support the student code of conduct and agree that he/she will adhere to it.

Relationship to student:

I have read and understand the visits outline and accept that visits will be scheduled during the course of the year.

**Parent/Guardian Signature**  **Date**

## 8. Data Protection Statement

Loughborough College collects data about all learners or prospective learners for various administrative, academic, health and safety, contractual and other public interest reasons. Your data is shared only with those agencies specifically involved with funding or accrediting your qualification, or with ensuring your wellbeing and vital interests. Since we cannot operate the College effectively without processing information about you, we need you to sign the Student Agreement below. Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent before sharing your information.

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## 9. Declaration

I certify that the information I have provided in this application is accurate.

<b>Signed (Applicant)</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>
<b>Parent/Guardian/Carer's Name</b> (if under 18)	<input type="text"/>
<b>Parent/Guardian/Carer's Signature</b> (if under 18)	<input type="text"/>
<b>Date</b>	<input type="text"/>

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**Please send this form by post to:**

**Accommodation Service, Loughborough College,  
FREEPOST LE5457,  
Radmoor Road,  
Loughborough,  
Leicestershire, LE11 0BR**

**or by email to:**

**[accommodation@loucoll.ac.uk](mailto:accommodation@loucoll.ac.uk)**

For the most up to date information about the College and the programmes we offer, please visit our website at [www.loucoll.ac.uk](http://www.loucoll.ac.uk)

*Loughborough College is committed to providing equal opportunities for all its learners*

### For Office Use Only:

Accommodation offered:

Date in:

Date out: