



Write your name and
ID number on reverse of
photo and staple here.

Failure to provide
a photo will result in
delays in processing
your application.

Application for Accommodation Academic Year 2011/12

1 Personal details

ID number (UCAS or University number)

Surname/family name

First/given name(s)

Your age 1 September 2011 Years

Date of birth (DD/MM/YY) / /

Male

Female

Correspondence address

Home address (if different from correspondence address)

Country

Postcode (UK)

Country

Postcode (UK)

Main contact number (including area code)

Tel:

Mobile

E-mail

Contact in case of emergency

Name

Contact telephone number

Is this your first year at University of Hertfordshire

Yes

No

If, NO please state when first attended

2 Course details

Title of Course

Is your offer of a place at UH dependant on exam results?

Yes

No

Are you: Home (UK)

EU

International

Will you be attending the overseas orientation programme:

Yes

No

3 For completion by Erasmus, Non-UK Exchange and Study Abroad Students only

University of Hertfordshire programme co-ordinator

Tel:

Home University or College

Tel:

What is your period of study? (Students studying for less than one year are not automatically eligible for accommodation in University residences)

Semester A

Semester B

Full year

4 Accommodation options

Please note this indicates your preferences only; whilst all efforts will be made to allocate you to your preferred accommodation, this may not always be possible. The types, costs and description of University Residences can be viewed in the Accommodation Guide at:

www.herts.ac.uk/why-us/accommodation/home.cfm

Your choices should be for different areas of the accommodation, not different Halls/Flats/Houses within the same area of accommodation.

	Description	Band	Allocation (office use only)		
1st Choice	<input type="text"/>	<input type="text"/>	C <input type="checkbox"/>	S <input type="checkbox"/>	Q <input type="checkbox"/>
2nd Choice	<input type="text"/>	<input type="text"/>	L <input type="checkbox"/>	D <input type="checkbox"/>	X <input type="checkbox"/>
3rd Choice	<input type="text"/>	<input type="text"/>			
4th Choice	<input type="text"/>	<input type="text"/>			

NB At the de Havilland campus (Band AA) the following restriction applies: (i) Cars are not permitted

CONTINUE OVERLEAF TO PAGE 2 OF THE APPLICATION TO COMPLETE. THE APPLICATION MUST BE SIGNED ON PAGE 2.

Accommodation options *continued*

A limited number of Halls at the de Havilland campus will be used for conferences during the Easter vacation. Students living in these halls will be required to vacate and will receive a refund of the licence fee for this period. Please indicate by ticking the box if you would prefer an allocation into one of these halls and would be able to make your own accommodation arrangements for the Easter vacation. Do not tick the box if you will have difficulty in vacating for the Easter period.

There is a very limited amount of single sex accommodation within Flats and Houses. Please indicate if, for religious/cultural reasons, you would prefer single sex accommodation. Please note there is no guarantee we will be able to offer single sex accommodation

A small area within the accommodation on each campus is allocated to students wishing to live in a quieter area. Priority will be given to requests from mature students

A small area within accommodation on each campus is allocated to students wishing to adopt a healthy living lifestyle, where we will try and allocate you with like minded students. Priority will be given to students with sports scholarships

Is there anyone coming to the University of Hertfordshire with whom you would wish to share a room?

Name

Course

Do you intend to bring a car? (you should **not** apply for the de Havilland campus if bringing a car)

Yes

No

Make

Registration

5 Statement and declaration

Please indicate any special circumstances you wish to be taken into consideration if you are allocated a place e.g. religious/cultural background, health etc. For students with additional needs this must include any adaptations to accommodation which may be necessary.

The University operates a no smoking policy in all areas of University owned or managed accommodation and therefore smoking is not permitted.

All efforts will be made to comply with requests, but no guarantees can be given.

Is there anything you wish to add to this application that we have not asked?

I declare the information provided to be correct.

Signature

Date

6 Submitting your application

- Your completed application form should be returned to the address below.
- One recent passport sized photograph, with your name and ID number on the back, should be enclosed with your application

Once you have returned your completed application to the Senior Allocations Officer at the below address, your application cannot be progressed further until your firm acceptance of an Unconditional Offer of a course place at University of Hertfordshire has been received by our Admissions Service, following which your application will be reviewed by the Head of Residential Allocations.

You will be notified in writing of the outcome of your application; there is a deadline for response to the formal offer of accommodation, details of which will be given in the offer pack sent to you.

ALL OFFERS OF ACCOMMODATION ARE SUBJECT TO THERE BEING NO DEBT TO THE UNIVERSITY

The Senior Allocations Officer
Residential Allocations
University of Hertfordshire
Student Centre
Hatfield
Hertfordshire AL10 9AB

Email: accommodation@herts.ac.uk

Telephone: 01707 284071

Fax: 01707 284074

DATA PROTECTION

Residential Allocations will retain all the information supplied on this application form, together with other relevant information subsequently added from other sources, in both manual and computerised forms, including information on physical and mental health. This information will be accessible to Residential Allocations staff and other staff in the University who require the knowledge in order to ensure the health and wellbeing of all students in University accommodation.

If asked for a reference from a landlord for a subsequent letting period, the University will confirm the weekly licence fee, whether or not the account was clear at the end of term, and if the room was left in a satisfactory state.