



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 whilst undertaking Pre-Sessional English courses 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

2 Please read the notes of Guidance on page 2 of this form

You will have an opportunity to indicate your preferred accommodation when applying for accommodation in preparation for progression to your full study programme.

3 Please indicate which Pre- Sessional English course you will be attending:

20 June 2011

18 July 2011

15 August 2011

3 October 2011

31 October 2011

28 November 2011

Accommodation contracts will commence from the Saturday prior to each of the above dates.

4 Statement and declaration

Please indicate any special circumstances you wish to be taken into consideration regarding 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.

Cars are not permitted at the de Havilland campus.

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

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.

Notes for Guidance

Accommodation for Pre-Sessional English Courses 2011/12

Pre-Sessional English courses are short courses run throughout the summer vacation and mid-session.

As the majority of rooms will be occupied by students with full session contracts during term time and much of the student accommodation is used for Conferences during the summer vacation, we are unable to offer you a choice of accommodation during your pre-sessional study programme; you will therefore be allocated accommodation where there is availability, which will include University managed accommodation off campus.

You will have an opportunity to indicate your preferred accommodation when applying for accommodation in preparation for progression to your full study programme, although we cannot guarantee to give you your first choice at this time.

The dates for Pre-Sessional English courses during 2011 are as follows:

20 June 2011	18 July 2011	15 August 2011
3 October 2011	31 October 2011	28 November 2011

Accommodation contracts will commence from the Saturday prior to each of the above dates.

Our accommodation application forms can be downloaded from our website www.herts.ac.uk/why-us/accommodation/home.cfm Please complete the appropriate form for accommodation whilst studying on a pre-sessional English course and the standard one on our website for when you progress to your degree at University of Hertfordshire.

Our Accommodation Guide can be viewed on line, or downloaded. It will give you more information about the University's accommodation and gives details on the cost of our accommodation. For summer vacation 2011, the areas of accommodation in use will be Ridgeview Lodge, London Colney, University managed private property in the Hatfield area, with a very limited amount available on the College Lane Campus.

Once we receive your application form, we will check with the University's Admissions Service all conditions of your offer have been met.

Due to the limited amount of accommodation available, we are unlikely to be able to pre book you a room. Once you have booked your flight, please notify us so we can prioritise you for a room booking. To do this, please email accommodation@herts.ac.uk with your full names, University ID Number and date and time of your flight arrival in the UK, and we will contact you to confirm a room will be allocated to you on arrival.