

ACCOMMODATION AND ARRIVAL FORM September 2009

Please read the accompanying notes overleaf before completing this form. Page 1 of this form must be completed and returned as soon as possible to the address below.

Student Name: _____ **Student ID No:** _____

Student email address (NOT AGENT) (please print): _____

NB: Please check your email regularly as we will be sending important information to this email address before you leave home.

Student Signature: _____ **Date:** _____

Accommodation Bookings:

Please note: All accommodation is allocated in order of payment received.

A deposit of £700 is required to hold any room for you. Please tick your preferred option below (although your first choice cannot be guaranteed):

Llys Glas Preference: medium large extra-large

Home Stay Preference: Short stay long stay

Shared Student House Preference: Short Stay Shared house Marina Flat

Accommodation Not Required

Please see Accommodation Notes (below) for details and costs for these different options.

Accommodation Pack (Llys Glas only): £20.00 please tick if required

Arrival Information:

It is very important that you tell us your travel details so we can prepare for your arrival. However, if you **have not booked** your flights yet, you should still forward your accommodation request now and arrival details when your flight has been confirmed.

Airline:..... **Flight Number:** **Airport:**.....

Arrival Date:..... **Arrival Time:**.....

OR Arrival in Swansea: **Date:**..... **Time:**.....

NB: Students must arrive in time for orientation and enrolment before classes start.

Payment included (please tick as appropriate):

Accommodation deposit £700.00

Accommodation pack Llys Glas only £20.00

PLEASE FAX TO: +44(0)1792 602889 or EMAIL TO: icwsdowne@icws.swan.ac.uk

Accommodation Bookings

ICWS Support Services can organise your accommodation in Swansea for your **first semester only**. Following your first semester, Support Services will assist you in finding a property within the community close to the university. Property within the Swansea area varies in price and below is an estimate of current housing costs:

PROPERTY	En-Suite	Approximate Price per week	Incl. Internet	Length of contract	Incl. Bills
Llys Glas – College Managed Property	Yes	£94.00*	Yes	1 semester	Yes
Home Stay – A bedroom in the home of a Swansea family.	No	£110.00*	Varies	1 month or longer	Yes
Shared Student Houses – Shared housing with other students. Own room, shared kitchen and living areas.	Varies	£55.00 - £80.00* There may be additional Administrative charges as well.	Varies	6 months (usually)	Varies
Short-Stay Shared Student Houses –As above but for tenancies for three months.	Varies	£65.00 - £75.00* There may be additional Administrative charges as well.	Varies	3 months	Varies
Privately Rented Flats – Usually based around Swansea Marina. One and two bedroom apartments have one bathroom. Possible to have 2 bedroom and 2 bathrooms at additional costs.	Varies	£450 - £650 per month (1 bedroom) £600 - £900 per month (2 bedrooms)	Varies	6 months	No
None Required - if you've got a place to stay, please tell us so we know you have already arranged it, and will not need our help.					

* All prices are approximate and could be subject to change

Once we have received your tuition deposit you will be informed **via email** of your room allocation. Once you have paid the accommodation deposit a room is held for you until the second day of Orientation week; rooms will not be reserved for **late comers**.

Students in Llys Glas and Homestay must pay the full costs of their accommodation before they are checked in. Students in other accommodation must pay £700.00 deposit before arrival, and be prepared to have additional administrative charges and deposit, or rent in advance. If we reserve a room for you in Llys Glas and you refuse to take it you will only have your money returned if we can re-allocate the room. If the room cannot be re-allocated then you will be charged an administration fee of £100.

Accommodation Preferences:

- Llys Glas** is a large building (85 rooms in total) based in the centre of town and approximately a 10 minute bus journey to the university. Each bedroom has an en-suite bathroom, a kitchen that is shared between four - nine students and laundry facilities in each kitchen. Wardens are on site to help students with minor problems, monitor safety and security, and to alert the College in any emergency situations. All Under 18 students will be placed in Llys Glas unless their parents specifically state otherwise. For students over 18, allocation of rooms is on a first-come, first-served basis upon receipt of deposit. The residency period is one full semester and costs **include** all heating, lighting and power bills as well as free internet service.

A holding deposit of £700.00 is required to secure a room in Llys Glas; the balance is due before arrival. A damage deposit of £130.00 is charged, and will be refunded in full when the keys are returned, if the room and kitchen are in good order.

Room sizes are: medium = 11–15 sq. mt.; large = 15-20 sq. mt.; x-large = 20+ sq mt.

Rooms in Llys Glas are available for 1 semester only, with the exception of Under 18s who may request to stay on until the end of the semester when they reach 18.

- b. **Home Stay:** is accommodation in a Swansea family home, with your own bedroom and sharing the family kitchen and living areas. Some home stay will offer two meals a day as well as cleaning and laundry. The student also has access to the families own cooking facilities should they wish to cook for themselves. All bills are included and usually internet access is provided at no extra costs. The student will not usually be expected to provide their own bedding but should have their own towels and personal items. Please state on the form if you have any special requirements, such as vegetarian or halal diets, for example, and we will try to fit you with a suitable family although this is not always possible.

The families and their homes have all been inspected and are experienced in sharing with students. May be suitable for Under 18s or for those that may wish to improve their English. More details of the options available will be sent at the time.

- c. **Shared Housing:** is privately-owned student accommodation in the Swansea town centre or in suburbs around the university campus. Flats or houses may have four or five bedrooms with shared bathroom and shared kitchen/living room. Depending on the property, heating and lighting bills may be included but the internet is usually an optional extra cost (possibly around £3.00 -£4.00 per week); on average heating and power bills will come to around £10.00-£12.00 each week. Most properties will have shared laundry facilities. Average costs vary depending on the quality, facilities and location; some properties will including all bills except internet in the rental costs, this will be confirmed when the room details are sent to you.

One- or two-bedroom flats are available at higher rents, around £100.00 - £150.00 per person per week for the flat, not including bills.

For private accommodation the period of tenancy will usually be six months, but may vary in some circumstances. Students will be expected to pay a damage deposit and rent in advance as well as agents administration fees if applicable; amounts will vary depending on the tenancy contract.

- d. **Short term accommodation:** we are able to arrange short-term accommodation ranging from one – four weeks in home-stay, or for 3 months in shared housing or private rental properties, for students who may want to look around the area before they settle in a more permanent home. The costs will be slightly higher than for longer term rentals, and there may be some administrative charges. Either a deposit or full payment in advance will be required.
- e. **Privately rented flats:** these are normally based around Swansea Marina and will be one-two bedroom apartments which will come fully furnished. Contracts are usually for a minimum of 6 months and you will need to pay a deposit, rent in advance as well as an administration fee. Prices quoted for the Marina depend on what part of the Marina you are in and whether or not you have a sea view. This will be confirmed upon receipt of your accommodation form.

Important notes about accommodation:

- All accommodation will be for a specified period, and no refunds will be given if students go for a holiday during that period, or leave the accommodation before the end of the tenancy. Periods of tenancy will be stated on the tenancy agreement signed by the student upon accepting the accommodation.
- Students who choose to stay in private accommodation must be prepared to stay in a hotel or B&B for one or two nights at their own expense while the accommodation is finalised; we can provide a list of suitable places, and the costs will be around £45.00 - £55.00 per night.
- Students who do not return this form and do not have alternative accommodation arranged must expect to stay in a B&B or hotel for the first few days when they arrive.
- Llys Glas: Students electing to stay at Llys Glas will be able to move directly into their room if they have paid the full amount of rent in advance and arrive at the property between 9.00 am & 5.00 pm Monday to Friday or between 10.00 am & 2 pm on Saturdays. Students arriving in Swansea on a Sunday will have to stay in a hotel or B&B until the following Monday morning.
- Students who have not purchased a bedding pack will need to provide their own sheets, bedding and towels upon arrival, for Llys Glas and private accommodation. They will also need to purchase their own cooking and eating utensils, and food.
- £700.00 holding deposit: all students will have their holding deposit included as part-payment of the final accommodation bill.
- Damage deposit: students will be asked to pay a damage deposit at the start of their tenancy, which will be returned in full when they leave if the room is in good order; for Llys Glas this is £130.00 and for private rental or homestay the amount will vary, up to around £160.00 for a room in a shared house.

Rooms in ICWS-managed accommodation will only be available from the specified working day before Orientation, and must be vacated by 1200 noon on the Saturday following the examination week. Please see the 'Pre-Departure Guide' or 'Important Dates' Web pages, from the ICWS website under Support Services for the exact dates.

Accommodation Confirmation:

When we receive your accommodation form and accompanying deposit, we will reserve a room for you according to your preference; if your first choice is not available we will allocate the next most suitable room. If you do not arrive to check into your room by Orientation day, the reservation will be cancelled and you will be offered whatever is available when you do arrive.

Rooms in Llys Glas are limited so an early response and payment is recommended.

Once we have allocated your room we will contact you by email, so please make sure you have entered your correct email address (do **not** give us your agent's address please) and check that email account regularly. We will let you know the details of your room, length of tenancy and all other relevant pre-arrival information.

Accommodation Packs:

Accommodation Packs for Llys Glas are available at a cost of £20.00 each.

Arrival Information:

If you have yet to finalise your travel arrangements and cannot complete the form yet, you can return it with accommodation details completed but please email icwsdowne@icws.swan.ac.uk with your arrival details as soon as you can.

Cost guidelines: coach around £45.00, rail around £60.00 or taxi around £150.00 to £200.00 per cab. The parents of students who are under 18 years of age must tell us when their son or daughter is arriving, and whether they will be travelling alone or will be travelling with a friend or family member.

Further information on transport to Swansea is included in the Pre-Departure Guide, which you should read before you leave home.

Please note: it is very important that you attend from the first day of Orientation, and do not book a return flight home until you know the last date of examinations.

Pre-departure Guide:

Prior to leaving home, all students must read the pre-departure Guide for their intake, which is published on the ICWS website at <http://www.icws-uk.co.uk/index.php/student-life/support-services.html> and covers

- What to do before you leave home
- Public transport routes to Swansea
- What to do when you arrive
- Weather in Swansea
- Money, travel and insurance advice
- Maps and local information
- And more...

If you have any questions or require any further information, please email icwsdowne@icws.swan.ac.uk