



## STUDENT ACCOMMODATION / RESERVATION BALLOT PAPER

Name \_\_\_\_\_ Age (at start of course) \_\_\_\_\_  
BLOCK CAPITALS PLEASE

Having determined to attend a course of study at OMBS you have a choice of accommodation offered by the College.

Please indicate your choice in order of preference 1 – 2 – 3 – 4

<b>CAR PARKING FACILITY</b>	n.b. There is little parking in the City Centre – if this is your priority, your area of choice will be limited	
<b>CLOSE TO THE COLLEGE</b>	Smaller room size, little parking, but handy for College and City Centre	
<b>ABINGDON ROAD</b>	Approx 15 minute walk from College. Large Victorian houses, popular road for Oxford University student accommodation	
<b>JERICHO AREA</b>	Approx 20 minute walk from College. Local shops, cinema and restaurants	

Allocation will be based upon the following criteria 1) Length of Course and 2) Date on which your registration paper was received at OMBS.

You will be notified of your house and room allocation approximately one month prior to course start date, when full details of the location and the inventory will be sent to you.

Accommodation is secured by returning the damage deposit of £200 within seven days of allocation.

OMBS accommodation is on a shared house basis, that is, you have an individual bedroom but share kitchen and bathroom facilities.

The accommodation is equipped to a reasonable standard for your occupation, including the kitchen. You will however be required to bring your own bedding.

**Please read carefully the terms and conditions of occupancy on the reverse of this form, sign and return promptly to the College, in order to secure your place in the ballot**

These terms and conditions are designed to protect the College, the landlord and other students living in a house, and to make clear to you what your responsibilities are. It is important to remember that you may be sharing the accommodation with other students you do not know; mutual respect and consideration is vital in ensuring good relations with other students and a happy time here.

If there is any behaviour which does not meet these terms and conditions we will in the first instance hold a meeting with the Bursar and the individual(s) concerned. At this meeting a timescale will be given in writing for the resolving of any issues. If there are any further incidents a further meeting will be held with the Bursar and Principal and the student(s) concerned. The student has the right at such a meeting to bring an independent witness who may observe but not take part in the meeting. Again a timescale will be given in writing for the resolving of any issues. If there is a failure to keep to this agreement or any further material breaches of the terms and conditions the college reserves the right to ask the student to leave the property. In such an event there will be no reduction of the students' obligation to pay rent for the duration of the lease as explained above.

*Continued overleaf*

## Terms and Conditions of Student Occupancy

Accommodation is offered to you subject to receipt of required Course Fees and Enrolment Form. You are required to confirm acceptance of these Terms and Conditions of Student Occupation as stated herein.

**Accommodation Charges (Rent):** Charges are payable each term, in advance except for non-UK residents who are asked to pay in advance for the complete period of occupation.

**Accommodation Deposit:** *The College accommodation is NOT an assured shorthold tenancy and does not fall within the tenancy deposit scheme.* A deposit is required from all students in accommodation and this will be repaid after the course has finished subject to any charge arising from damage, cleaning, loss or abuse of property and its contents. A detailed inventory is taken at the beginning of the period to avoid any disputes over the return of a deposit later.

**Access:** The College reserves the right to permit the Landlord or anyone authorised by the Landlord to enter the Property (Room) at reasonable hours in the daytime to view this for any proper purpose (including the checking of compliance with the student's obligations under this Agreement). With due cause, access by the Landlord may be made outside daytime hours to deal with any emergency arising with the Property (Room).

**Cancellation:** As with any educational establishment OMBS needs to be able to plan accurately, particularly in contracting suitable College accommodation. As a result accommodation cannot be cancelled once occupation has occurred and for the full period of your course. It is important to understand that you are entering into a legally binding contract for a particular length of time. This applies whether or not full payment has been made. In the event of a request for a cancellation we will do our best to find an alternative student to take on the room and the liability, but there is no guarantee of this.

**Accommodation Ballot:** Whilst the student will be invoiced for a room in College property, that room will be allocated by the College. The student may request a move of accommodation and the College will try to assist. The College may occasionally require a move of house at the end of a term for reasons of housing stock changes.

**Keys:** A set of keys on a labelled key fob is supplied to you. Please keep these safely as loss of keys will incur a charge.

**Inventories:** An inventory of your room contents is available at the property for you to check your room and to record the condition on arrival; this is to be returned to the College within 2 days of occupancy.

**Condition of Property (Room):** You are responsible for cleaning your own room regularly and, with your housemates, for keeping the communal rooms in a good, clean state. If any items are lost or broken, you will be expected to replace them at the time. Should any appliance need repair then the usual course of action is to advise the College who will arrange for repair or replacement. We reserve the right at our discretion to hire private cleaners to clean communal areas in a house where this is not being done by the students. In such cases this will be at cost to the students in the house, divided equally between them.

**Limitations of Use:** Personal appliances such as hairdryers or kitchen equipment that you may bring for use in the house should be checked for safety and Portable Appliance Test marked. Please do not bring any fires or heating appliances. If, on inspection we discover any portable fires or heaters we suspect of being used without permission we reserve the right to confiscate them. The College will provide a TV licence for the house which will cover your own set if you bring one for your room.

No bikes should be stored in the house, but if you do bring one with you for ease of transport, ensure that you have a strong bike lock.

**Smoking:** The Law requires a **NO SMOKING** policy within the property. You face prosecution if you disregard this requirement. Candles are also banned from use in student houses due to fire risk.

**Nuisance and noise restrictions:** The College has established a good relationship with the Landlord of your house and the neighbours in the area. Please take responsibility to maintain this and to give consideration to your housemates and neighbours by restricting the level of noise when playing your stereo, radio or television between the hours of 10.30 pm and 7.30am.

**Telephone:** All telephone lines are restricted to incoming calls only.

**Pets:** No pets are allowed in the house or your room.

**Parking:** The majority of College houses are in residential areas and car parking at your house is limited. Written permission to park would be needed from the College.

**End of Occupancy:** Students are required to vacate College accommodation within twenty-four hours of the published course end date. Keys must be returned to the College, detailing the house and your name clearly.

**Visitors:** Occasional overnight visitors are allowed, however, no visit must exceed 48 hours in any one week without prior consent from the Bursar. Any visitor is obliged to follow the same rules as the student who has signed the contract. The resident is responsible for the behaviour of their guest.

Name..... Signature .....Date .....