



STAFFORDSHIRE
UNIVERSITY

accommodation

at Staffordshire University 2009/10



■ CREATE THE DIFFERENCE



finding accommodation

One of the major decisions you will need to make about your life as a student at Staffordshire University is where you want to live.

Whether you decide that a Hall of Residence, flat, bedsit or shared house is the right choice for you, both Stoke and Stafford offer a wide range of options in all of these categories.

Finding somewhere to live can be a daunting prospect without the correct information. This brochure aims to give you a starting point.

This brochure details the accommodation provided by the University and how we can help you find safe and secure accommodation in the private sector.

The staff in the University's Accommodation Offices will be happy to assist you with your enquiries about our Halls of Residence and the private rented sector.

halls of residence

Stoke

On campus

First year students and some postgraduate students live on campus at Stoke. The Leek Road campus offers en-suite accommodation and two types of standard accommodation; traditional corridor based Halls of Residence and student houses.

Just across the River Trent, opposite the Leek Road campus, there is en-suite accommodation at **Clarice Cliff Court**. Here, everyone has their own shower and WC. Kitchen facilities are shared in flats 4 – 7.

There are 519 single study bedrooms and 34 shared rooms on the main campus in **Leek Road Halls**, where students share kitchen and bathroom facilities in flats of 12-14 residents.

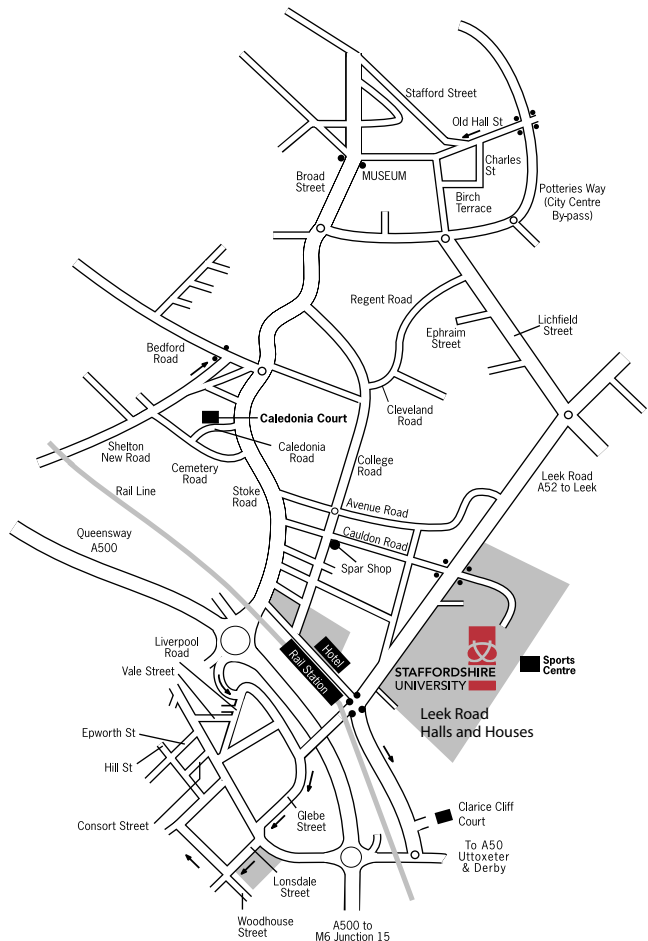
There are another 191 single study bedrooms in **Leek Road Houses** where six students share kitchen and bathroom facilities.

All on campus studybedrooms are equipped with a room telephone on the Keycom network and internet access via the University's residential network ResNet. For full details see page 8.

Off campus

Caledonia Court has 83 bedrooms and is reserved for postgraduate and returning students.

Availability is advertised to existing 1st and 2nd year students each January in advance of their return the following September. This accommodation is equipped with both Keycom phones and ResNet.



Stafford

On campus

Stafford Court has 264 en-suite single study bedrooms and 290 single study bedrooms with shared facilities. Grouped in flats of between three and seven study bedrooms, sharing catering facilities, the accommodation includes 19 specially adapted rooms for disabled students.

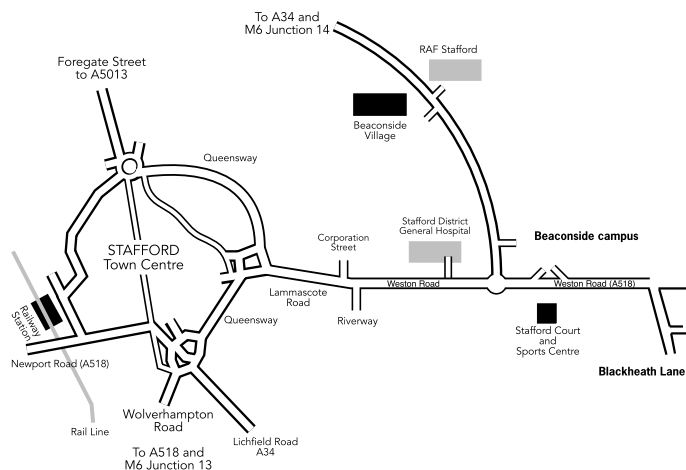
Another 51 single study bedrooms are provided in **Yarlet**, a traditional Hall of Residence on three floors, each accommodating 17 residents who share a kitchen, dining room and four shower rooms. Each room is fitted with a Keycom telephone and ResNet access port (see page 8).

In addition, the Aston Common Room has a communal social space and the opportunity to arrange more formal social events through the Hall Committee.

Off campus

At Beaconside Village, 54 semi detached houses arranged around an attractive green provide 161 good sized bedrooms just 1km from the teaching campus.

These properties do not have Keycom or ResNet facilities at the time of printing.



How to apply

You have to fulfil three basic requirements to qualify for consideration for University managed accommodation.

ONE: Staffordshire University must be your first firm choice University.

TWO: You must be applying for your first year of study at Staffordshire.

THREE: Your Accommodation Application Form must be received by the Accommodation Office on or before 30 June 2009. It's wise to return the enclosed acknowledgement card so that we can confirm receipt of your accommodation application.

If all three of these requirements are satisfied, your application will be successful. But don't worry if you don't satisfy one or more - You should apply anyway. There is a strong likelihood you'll be successful.

What happens?

Your accommodation application will not be processed until you have firmly accepted an unconditional offer of a place at the University in writing to the Admissions Office. For most of you this will be after your examination results have been published in July or August.

The Accommodation Office will allocate accommodation on a strictly first come, first served basis and will attempt to match your preferences to accommodation available at that time. Then we'll send you a letter outlining our offer.

Once an offer of accommodation has been made to you, you will have to return your confirmation of acceptance within seven days. The offer of accommodation will be withdrawn and allocated to another student if we have not received your confirmation within that seven days.

What about special accommodation requirements?

If you are a student who has a physical disability, a sensory impairment or a medical condition which you think might affect your accommodation needs, you must, in the first instance, contact the Head of Disability Services to assess

and agree your specific accommodation needs.
Disability Services - t: 01782 294973

In some circumstances, the eligibility criteria described above can be waived but it must be noted that accessible accommodation is limited in its availability due to the large number of disabled students we cater for.

Information for Care Leavers

As a care leaver, if you apply for accommodation, we will provide you with university managed accommodation for the duration of the period you remain enrolled at the university including holidays. The named contact for care leavers within Staffordshire University is Liza Aspell, Employability and Student support
t: 01782 294517

Information for international students

As an international student, you are guaranteed a place in University-managed accommodation provided that you have returned a completed Accommodation Application Form to the Accommodation Office on or before 1 September 2009. You must also have received and accepted, on or before 1 September 2009, an unconditional offer of a place on a full-time course of study (lasting for one academic year or more) and this year must be your first year of study at Staffordshire University.

An offer of accommodation will then be made to you which, upon receipt, you must accept or decline in writing, by email or by fax. **You must also notify us of your intended arrival date.**

A small number of international students require accommodation for just one semester. The Accommodation Office will attempt to accommodate such students and will liaise closely with your course tutors.

The University does not have accommodation for married couples and families, so if you intend to bring your family, you are advised to travel alone and arrive at the University one to two weeks before the start of your course. This will give you time to look for a house or flat in the private sector.

As previously mentioned, the Accommodation Office has lists of property available to rent in the private sector, although most are for single students, but you can look in local papers and visit estate agents and letting agents.



How do our accommodation fees compare?

In short...extremely favourably. Our fees for next year will be lower than this year's averages shown below.

According to the 2008 annual survey of the College and University Business Officers (CUBO) the national average for en suite licence fees in 2008/09 is £3,347.50 for the academic year, and for standard accommodation £2,938.79.

In 2008/09 Staffordshire University's accommodation fees are £3,230 for en suite and £2,394 for standard and appear in the lower quartile, nationally.

Regionally, we compare just as well. In the North West of England fees for en suite rooms average around £3,347 and in the West Midlands £3,590.

Fees for standard accommodation in the North West average £2,783 whilst in the West Midlands, fees average £2,842.

To make budgeting easier for you we have shown our licence fee both weekly and as a total for the academic year over 36 weeks.



licence fees 2009/10

Halls of Residence	No. of Rooms	On Campus	En-suite	Shared facilities	Single rooms	Twin rooms	Weekly Licence Fee		Annual Licence Fee	
							Twin	Single	Twin	Single
Stoke-on-Trent										
Clarice Cliff Court	297	Y	Y	N	Y	N		£90.00		£3240
Leek Road Halls	528	Y	N	Y	Y	N		£68.00		£2448
Leek Road Houses	190	Y	N	Y	Y	N		£68.00		£2448
College Court	80	N	Y	N	Y	N		£90.00		£3240

Stafford

Stafford Court	264	Y	Y	N	Y	N		£90.00		£3240
Stafford Court	290	Y	N	Y	Y	N		£68.00		£2448
Yarlet	51	Y	N	Y	Y	N		£66.00		£2376
Beaconside Village	162	N	N	Y	Y	Y	£42.00	£55.00 or £60.00	£1512	£1980 or £2160



When do you pay?

The accommodation invoice will encompass the fee for the academic year in one invoice issued at the start of the academic year. Financial Services can offer students, parents or any third party who has a UK bank account or, in certain cases a building society account, the facility to pay accommodation licence fees by direct debit. This allows you to pay the accommodation licence fees termly or in seven equal instalments, which may help you manage your budget.

Students who do not wish to pay by direct debit may:

- pay the full annual amount on receipt of the invoice and benefit from a 2.5% discount, or
- pay in three instalments, one at the start of each term

What do you get for your money?

All accommodation is offered for the full academic year and you will be expected to sign a licence agreement for this period on collection of your keys. Our rooms are costed on the basis of a 37 week occupancy: it is therefore not possible to reduce minimum lengths of stay in accordance with each individual's circumstances. However, specific contracts for postgraduate students and students on single semester courses are available. All on campus rooms have access points for telephones and internet .

All the licence fees are fully inclusive of utility bills eg. heating, lighting etc. However, charges for calls made from room telephones are not included.

Insurance

Personal Possessions Insurance up to £3,500 is included in the licence fee. Details of cover will be available when you arrive.

Accommodation Starter Pack

Each resident receives a complimentary Accommodation Starter Pack. This will be in your room when you arrive.

The pack contains: duvet, pillow, duvet cover, pillow case, one sheet (all of which comply with current fire regulations), bath towel, hand towel, drinking glass, chopping board, microwaveable oven dish, slotted spoon, vegetable knife, teaspoon, knife, fork, spoon, plate, side plate, bowl, mug, frying pan, saucepan, washing up liquid, scouring pad, dish cloth, tea towel, washing powder and, of course, a tin-opener and corkscrew.

Keycom telephone network

The majority of rooms in Halls of Residence are fitted with a telephone connected to the Keycom network. Residents must register with Keycom to activate their handset and can subscribe to the service if they wish to make external calls. Registration and internal calls are free.

ResNet access

Access to the internet is available from most study bedrooms in Halls of Residence. This service is included in the accommodation licence fee. Registration can be arranged with IT Services after your arrival, subject to availability.

IPTV

30 freeview channels are available (via ResNet) to your laptop or PC. This too is included in the Accommodation Licence Fee.

The University endeavours to provide University managed accommodation on the basis as set out in this brochure.

Staffordshire University undertakes to use all reasonable steps to provide halls of residence in the manner set out in this brochure. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to halls of residence. The University does not undertake any absolute obligation whatsoever to provide halls of residence in the manner specified in this brochure or in any other document, nor does it undertake any other obligation in respect of the provision of halls of residence which is more onerous than the obligations set out herein.

Should you become a student of Staffordshire University you will be expected to comply with the General Regulations for Students. These can be found on the University's website at www.staffs.ac.uk/images/generalstudentregs_tcm68-12714.pdf. In particular, students living in University managed, or private rented, accommodation should take particular notice of the following Appendices to the General Regulations.

Appendix 5: Students Residing in University Controlled Accommodation

Appendix 6: Licence Agreement: Halls of Residence

Appendix 7: Conduct of Students in Private Rented Accommodation or Lodgings

However, only those students who are allocated to University managed accommodation will be expected to complete the University's Licence Agreement.

All details regarding payment (average rents in the private sector, weekly licence fees applicable to University managed accommodation, starter pack content etc) are correct at the time of going to print.



the private sector

If you prefer to live in private sector accommodation, the Accommodation Office has contacts with a network of private sector landlords, who can provide you with a house, or a room in a shared house, in which to live for the year.

The University operates a Registration Scheme in conjunction with Stoke-on-Trent City Council and Stafford Borough Council for private sector landlords which tries to ensure that landlords comply with certain legal standards and other requirements deemed necessary by the University by specifying certain information and minimum standards are provided. The Registration Scheme offers landlords an advisory handbook but the issuing of the handbook or membership of the Scheme should not be treated by a student as a guarantee of the accommodation.

Only properties registered with the University are advertised to students by the University through the Landlord Register and we strongly recommend that you only view properties on this list. The list is updated regularly and can be obtained from the Accommodation Office. If you request it, a copy of the list can be posted or faxed to you. Alternatively, you can search the database online at www.staffs.ac.uk/accommodation/index.html and click "private sector".

Accommodation advertised by the University includes shared student houses or flats and rooms in an owner's own home which can be either self-catered or catered. If you require accommodation for you and your family, the University has contacts with local Housing Associations and other landlords who can provide more suitable accommodation.

Whatever form of accommodation you take up, the University is not able to guarantee, and has no control over the actual condition of any private sector accommodation. You should therefore, inspect the property carefully before signing up to a contract because if there are any problems you will need to take these up with the landlord in the first instance, and not with the University.

Contact details are given at the back of this booklet.

Average rents change over time but for a registered shared house for three to four students the average weekly rent in July 2007 was £38.00 per person in Stoke and £46.00 per person in Stafford. This does not include gas and electric bills, although landlords will often pay the water rates for the property. Under current laws, student houses are exempt from paying Council Tax.

Tenancies are usually let on a 52 week contract and landlords may also ask for a retainer over the summer, typically half rent, which is often not returnable, and a damage deposit which is returnable. You can often negotiate different levels of deposit etc with the landlord.

Most landlords want to provide good quality accommodation to students who respect their property. Should you experience any problems with your property, report them to your landlord, in writing if practicable, as soon as possible.

If you require further assistance the University and the Students' Union Advice and Information Service may be able to help you. You should bear in mind, however, that the Registration Scheme is only intended to assist students in finding suitable accommodation. Whilst the University will do what it can to assist students, it is not liable for the condition of private sector accommodation and students should always talk to their landlord first.

Useful contact numbers

Stoke

Accommodation Office
Staffordshire University
College Road
Stoke-on-Trent
Staffordshire
ST4 2DE
t: 01782 294217/8/9
f: 01782 294220
e: accommodation_stoke@staffs.ac.uk

Citizens Advice Bureau
13 Cheapside
Hanley
Stoke-on-Trent
t: 01782 219427

Stoke-on-Trent City Council
Civic Offices
Glebe Street
Stoke-on-Trent
Staffordshire
ST4 1RJ
t: 01782 234567

Staffordshire University Students' Union
College Road
Stoke-on-Trent
ST4 2DE
t: 01782 294629

Sir Stanley Matthews Sports Centre
Staffordshire University
Leek Road
Stoke-on-Trent
Staffordshire
ST4 2DF
t: 01782 294124
f: 01782 294924

Stafford

Accommodation Office
Staffordshire University
Beaconside
Stafford
Staffordshire
ST18 0AD
t: 01785 353592/353563
f: 01785 353407
e: accommodation_stafford@staffs.ac.uk

Citizens Advice Bureau
131 North Walls
Stafford
Staffordshire
t: 01785 258673

Stafford Borough Council
Civic Offices
Riverside
Stafford
Staffordshire
ST16 3AQ
t: 01785 619000

Staffordshire University Students' Union
Beaconside
Stafford
ST18 0AD
t: 01785 353311

Beaconside Sports Centre
Staffordshire University
Weston Road
Stafford
ST18 0AD
t: 01785 353286
f: 01785 353569