

Important other matters

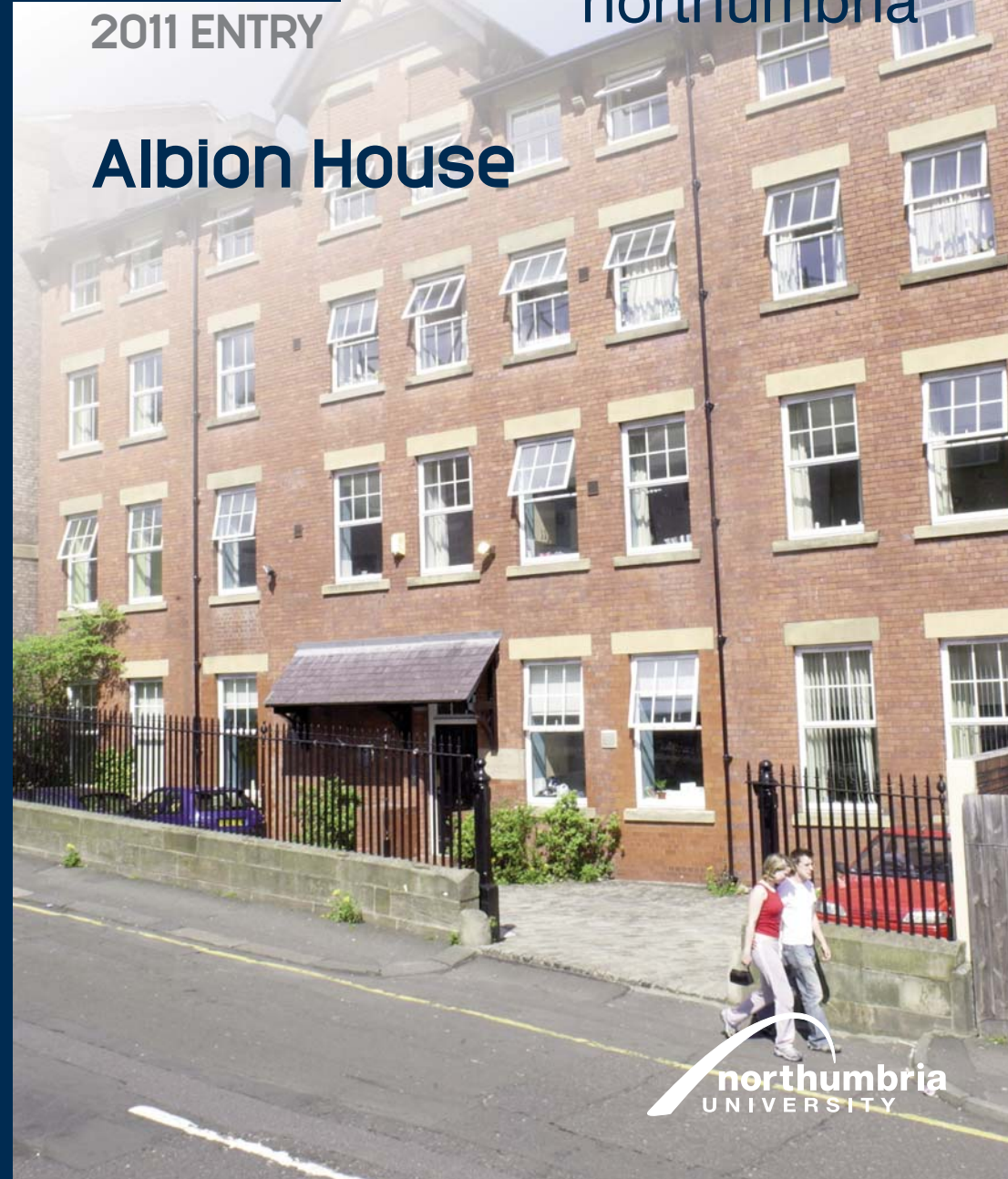
1. You will be required to pay a minimum of £200 advance rent deposit and sign a legally binding Tenancy Agreement for the standard contract period before taking up residence.
2. Rent is payable in advance. You can choose to pay your rent in full when accepting the contract offered. (Extra days will be charged for early arrival prior to the start of the standard contract dates.) Payment in three instalments is available by direct debit – please see payment information for full details. Please note that late payments may incur an administration charge of up to £50.
3. You are required to stay in residence for the full period of your contract unless you obtain another suitable Northumbria University student who is not living in University accommodation (a 'successor') to take over your room, and permission to leave. If another student does take over your Tenancy, you will be required to pay a £50 administration fee.
4. However, if you are a new student studying at Northumbria for the first time and for at least a full academic year, and you leave your course, as long as you notify the Accommodation Office on or before 16 December 2011, the University will accept four weeks' notice period from the date of notification to terminate your Tenancy Agreement. You must contact the Accommodation Office to confirm your withdrawal from the University otherwise you will remain liable for the full contracted period.
5. Rent payments cannot be varied if you arrive late or leave early.
6. All appliances brought into the residence that receive a TV signal require a TV licence; this includes televisions, computers, laptops and mobile phones.
7. Please ensure your electrical appliances are safe and in good working order. Appliances brought from overseas must comply with UK electrical safety standards, must be compatible with European voltages 220–250V and must be used with the correct adaptor. Equipment and adaptors that do not comply with EU standards may be removed for safety.
8. The University is committed to the safe undertaking of all works that affect the fabric or services of the building. All residents, whether living in or visiting our buildings, are also required to understand their responsibilities with respect to maintaining safe and healthy environment in which to work, study and live; this includes ensuring that a safe environment is maintained for staff, contractors and visitors e.g. do not leave cables trailing. **Users of the building are prohibited from undertaking any intrusive work in the building i.e. do not make a hole in the wall (please use the pin boards provided) or drive any nail, screw or other article into any part of the building or affix any placard or other object to any part of the building.**

nu

2011 ENTRY

Albion House

sleep study live
northumbria



Residence Details

Address: Albion House, St. James Street, Newcastle upon Tyne, NE1 4NF

Location: Close to Eldon Square Shopping Centre and Newcastle United Football Stadium, 10–15 minutes walk to the City Campuses

Phone: +44 (0) 191 227 4209 (office hours only) – no staff on site

Room type: City self-catered single rooms

Please refer to your Tenancy Agreement and offer letter for further details.

Description: Albion House is a four storey building, refurbished in 1988. It has 47 single study bedrooms within eight self-contained flats. Most flats have six bedrooms. Bedrooms are furnished with a single bed, drawer unit, built-in wardrobe, desk, desk chair, bedside cabinet and bookshelf. All students are advised to bring a desk lamp with them for study purposes. Each flat has a kitchen/living room with cooker, microwave, two fridge freezers, sink, workspace and cupboards, tables, chairs and sofas. Kitchens are not equipped with cooking utensils, crockery, cutlery, kettles or irons, so you should bring or buy your own. Two shower rooms and two separate toilets with washbasins are provided in each flat. Cycle storage is not available.

Telephone/internet access: Students can connect to the internet in their room. The basic level service is included in the rent and upgrades can be bought from the service provider. Further information can be found at www.freewiretv.com/northumbria.

Most flats have a telephone line, which can be reconnected, or telephone lines can be installed, at students' own cost.

Insurance: Insurance for your personal possessions is included in the rent. For more information see www.cover4students.com/blockhalls

Fuel costs for heating, lighting, cooking and electrical appliances are included in the rent. However each flat has individual meters for electricity. Meter readings will be taken periodically, further charges may be levied if electricity consumption is excessive. There are no gas appliances. Water and sewerage charges are also included in the rent.

Cleaning: Residents are responsible for cleaning the flat. We suggest you decide with your flatmates how to organise this when you arrive. A vacuum cleaner is provided within the flat.

Albion House

Bedding: No bedding or linen is provided so you should bring or buy your own. Local shops are generally open Monday to Saturday between 9.00 and 17.00 hours and Sunday 11.00 and 17.00 hours. Residents are responsible for laundering linen and bedding. A launderette is available on site.

Parking: There is a small yard at the front of the building that can be used by residents (but not visitors) for parking a maximum of five cars. Because the building is unstaffed we are unable to monitor the use of this facility and we cannot guarantee spaces will be available. There is no charge for parking in the yard. Nearby car parks and on-street parking is expensive.

No smoking: Smoking is not permitted anywhere within this residence.

Contact names: The member of staff who deals with the administration and invoicing, etc. for Albion House is **Susannah Clegg**. The Private Housing Office, who looks after the building and welfare of students, is **Philip Duke**. Both staff are based at the Accommodation Office.

Arrival Information: Upon arrival please collect your keys from the Accommodation Office, 1 Ellison Terrace.

Viewing Arrangements: You are advised to view Albion House, before accepting the offer. Every effort will be made to show you the room you have been offered, your offer letter will give details of the viewing times. If it is not possible to look at your room, you will be shown an identical or similar room and the position of your room within the residence. Unfortunately, once an offer of accommodation has been made, we cannot change the room offered.

We do appreciate you may not be able to view the accommodation within the seven day acceptance period, but please note that for all offers made before **26 August**, the last date for viewing is **9 September**. However, we must ask you to reply promptly to your offer of accommodation, within the seven day period, to enable us to allocate all rooms efficiently and offer University accommodation to as many students as possible.

Rooms will only be available to view by prior arrangement – telephone +44 (0)191 227 4209 to arrange an appointment. **Students arriving without an appointment will not be shown Albion House**, as staff are not always available and/or have other commitments.

This arrangement is based on viewing prior to the main registration intake in September; arrangements though out the year will vary depending on the residence. Every effort will be made to show you your or similar accommodation on request.