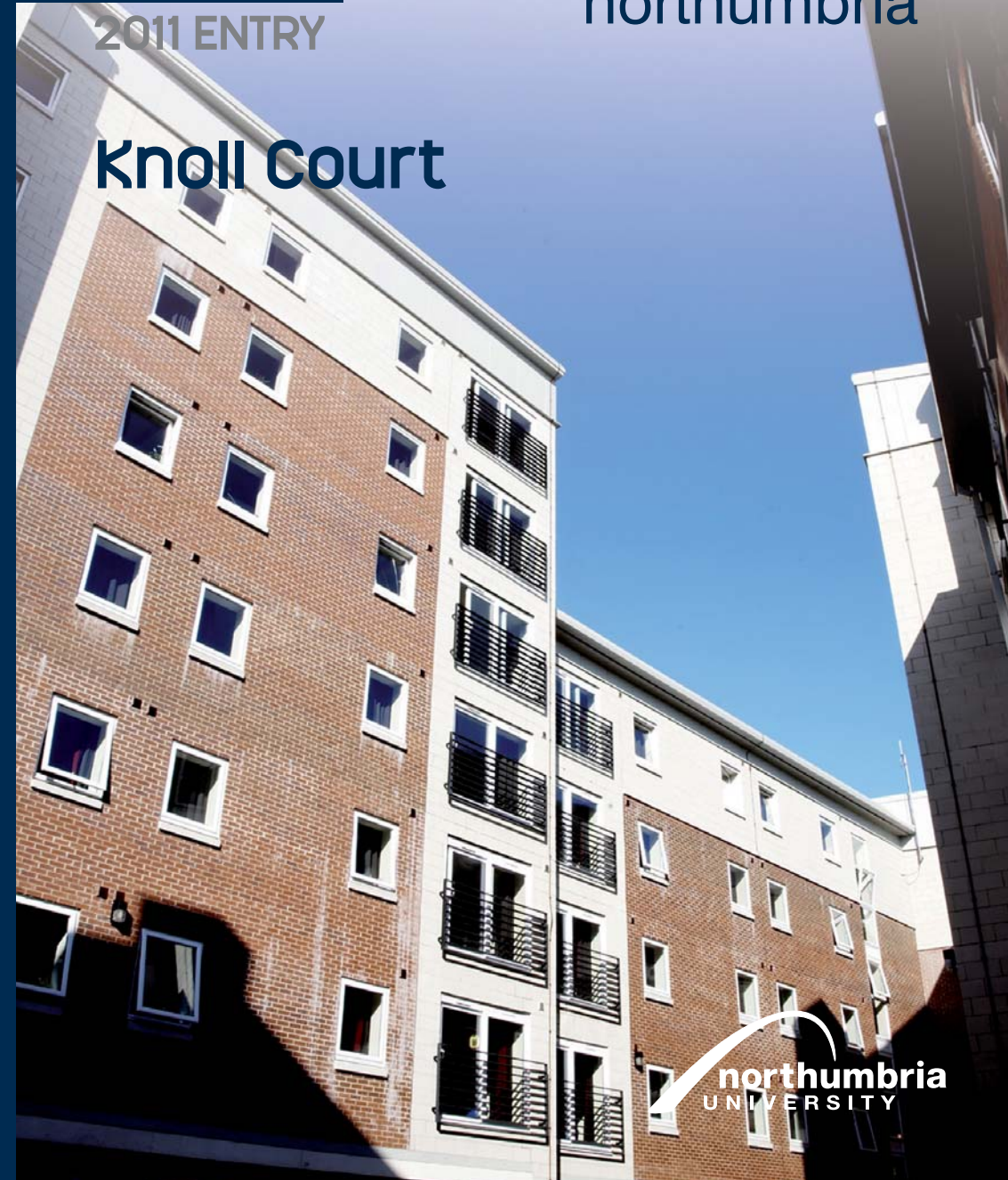


Important other matters

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.**

Contact names:

The member of staff in the Accommodation Office who deals with the administration of Knoll Court is **Yvonne Rowntree**. The House Manager, who is based in Knoll Court, and looks after the building and welfare of students, is **Lisa Turner**.



Residence Details

Address: Knoll Court, Tower Street, Newcastle upon Tyne, NE1 2HW

Location: Close to the Quayside, 10–15 minutes walk to the City Campuses

Phone: +44 (0) 191 221 1369

Room types: City en suite rooms

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

Description: A five-storey building, which opened in September 2005. It comprises 222 en suite single study bedrooms, 54 larger en suite single study rooms and six en suite couple rooms, within 67 self-contained flats. There are between three

and six bedrooms per flat, though most flats are for four students, with one, sometimes two larger bedrooms in a flat. Standard bedrooms are furnished with a single bed, drawer unit, wardrobe, desk, desk chair, bookshelves and under bed storage. Large bedrooms are furnished with a three-quarter bed, drawer unit, wardrobe, desk, desk chair, bookshelves and under bed storage.

Couple rooms are very large and are furnished with a double bed, drawer unit, wardrobes, desk, desk chairs, bookshelves, under bed storage and a two-seater sofa.

Couple rooms are situated within five bedroom flats, therefore sharing a kitchen with four other students. Each room has a private bathroom with washbasin, mirror, toilet and shower. All students are advised to bring a desk lamp with them for study purposes. Each flat has a kitchen/living room with cooker, microwave, fridge/freezer, sink, workspace and cupboards, table and chairs, easy chairs and coffee table. An iron, ironing board, toaster and kettle are provided.

Kitchens are **not** equipped with cooking utensils, crockery, and cutlery, so you should bring or buy your own. Cycle storage is available. There is lift access to all floors.

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

Insurance: Insurance for your personal possessions is included in the rent. For more information visit

www.cover4students.com/blockhalls

Fuel costs for heating, lighting, cooking and electrical appliances are included in the rent. Each flat has individual heating controls and electricity meters. Meter readings will be taken periodically. The University reserves the right to levy further electricity charges where consumption is excessive.

Cleaning: Residents are responsible for cleaning their flat, bedroom and private bathroom on a regular basis. We do provide a limited 'top up clean' for microwaves and cookers on a weekly or fortnightly basis. A mop, bucket and vacuum cleaner are available to use. Students are required to take all rubbish/trash to the refuse and recycling bins.

Knoll Court

Cleaning standards will be monitored on a regular basis in this residence.

Bedding: No bedding or linen is provided so you should bring or buy your own. A linen pack containing one pillowcase, two sheets, one duvet cover, one duvet and one pillow can be purchased at a cost of £30.00 at this residence. Local shops are generally open Monday to Saturday between 9.00 and 17.00 hours and Sundays 11.00 and 17.00 hours. Residents are responsible for laundering linen and bedding. A launderette is available on site.

Parking: There are a limited number of parking spaces in the courtyard at a charge of

£12 per week, allocated on a first-come first-served basis. To apply, telephone the House Manager on +44 (0) 191 221 1369. If you are offered a parking space, please note that it is only available from Sunday 18 September, after the main student arrivals.

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

Contact names: The member of staff in the Accommodation Office who deals with the administration of Knoll Court is **Michael Tweed**. The House Manager, who is based at Knoll Court and looks after the building and welfare of students is **Lisa Turner**.

Viewing Arrangements: You are advised to view Knoll Court, before accepting the offer. Every effort will be made to show you the room you have been offered, although this will not always be possible owing to cleaning and maintenance work, and short stay guests over the summer period. 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 and during office hours. You MUST telephone to make an appointment. Students arriving without an appointment will not be shown their room, as staff are not always available and/or have other commitments.

TO MAKE AN APPOINTMENT, PHONE +44 (0) 191 221 1369 between 9.00 and 16.00 hours and ask to speak to the House Manager.

If necessary, leave a message and your call will be returned. If your call is not returned in 24 hours, phone + 44 (0) 191 227 3870. Please do NOT phone the Accommodation Office.

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.