

## 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.**

## Rothbury Hall



# Residence Details

**Address:** Coach Lane Campus, Coach Lane, Benton, Newcastle upon Tyne, NE7 7XA

*A free bus service operates between Coach Lane and the City Campus from 08.15 to 21.00 hours Monday to Friday during term time.*

**Phone:** +44 (0) 191 215 6500 (office hours only)

**Room type:** Coach Lane Campus, self-catered rooms

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

**Description:** A three-storey block built in 1992 comprising 42 single study bedrooms in six self-contained flats of seven rooms. Bedrooms are furnished with a single bed, drawer unit, wardrobe, desk, desk chair, easy chair and bookshelf. A washbasin with light and shaver point are provided. 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. Kitchens are not equipped with cooking utensils, crockery or cutlery, so you should bring or buy your own. One bathroom with toilet and one shower room and separate toilet are provided in each flat. A launderette is available on site.

**Parking:** Parking is not available on the Coach Lane Campus, except in exceptional circumstances e.g. disability. Students needing parking permits under these circumstances may apply for them from Campus Services by contacting the Admin Office on +44 (0)191 227 4100 or +44 (0)191 227 3394. (All permits require

approval from the Accommodation Operations Manager and Campus Services).

**Internet access:** In some rooms PCs and laptops with wireless cards can connect to the University network.

**Fuel costs for heating, lighting, cooking and electrical appliances are included in the rent.** The University reserves the right to levy further electricity charges where consumption is excessive.

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

[www.cover4students.com/blockhalls](http://www.cover4students.com/blockhalls).

**Cleaning:** Residents are responsible for cleaning their flat, bedroom and communal areas 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. Cleaning standards will be monitored on a regular basis in this residence.

# Rothbury Hall

**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 Sunday 11.00 and 17.00 hours. Residents are responsible for laundering linen and bedding. A launderette is available on site.

**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 Coach Lane Residences is **Michael Tweed**. A House Manager is available for the welfare of students and is responsible for looking after the building.



**Viewing arrangements:** You are advised to view Rothbury Hall 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. 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)191 215 6500 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.*