

STEPHENSON BUILDING

Self-Catered NO SMOKING RESIDENCE RESIDENCES INFORMATION

Address/Location: Stephenson Building
Stoddart Street
Shieldfield
Newcastle upon Tyne,
NE2 1AW



Phone: 0191 233 1921 (Office hours only)
0191 233 1984 (Fax)

During your first 42 nights at Northumbria University you will be accommodated in the centrally located Stephenson Building with other students attending the pre-sessional summer school in June. After this time you will be moved to other accommodation for the remainder of your stay.

- Saturday 11th June 2011 – Saturday 23rd July 2011
- 6 weeks at £92.40 per week
- Extra payable for early arrivals or late departures

Rent of £554.40 payable 11 June 2011

Payment Options:

Please pay using one of the following methods:

- Online at www.northumbria.ac.uk/accommodationpayments
- Automated Payments – 0191 215 6555
- In person in the cash office open Monday – Friday 9am-4pm (located in the Sutherland Building)

Description - A six-storey complex comprising 327 single study bedrooms within 58 self-contained flats with mainly six – eight bedrooms per flat.

Bedrooms are furnished with a single bed, drawer unit, wardrobe, desk, desk chair, and bookshelf. Each flat has a kitchen/living room with cooker, microwave, fridge/freezer, sink, workspace and cupboards, table and chairs. The living area has easy chairs. Kitchens are not equipped with cooking utensils, crockery, cutlery, kettles or irons, so you should bring or buy your own. Two bath/shower rooms, and two separate toilets are provided in each flat. A launderette is available on site. Cycle storage available.

Internet access – Students can connect to the internet at no additional cost; the minimum requirements are: PC or laptop with Windows XP or newer; 811b or a good quality wireless card, up to date anti-virus and anti-spyware software. In addition, conventional telephone lines can be installed at students' own cost, (or reconnected where already installed – most flats have a telephone line.)

Insurance - Insurance for your personal possessions is included in the rent – see www.cover4students.com/blockhalls for further details, or if you want to top up your cover, and how to claim.

Fuel costs for heating, lighting cooking and electrical appliances are included in the rent. However, each flat has individual heating controls for electricity. Meter readings will be taken periodically, but no further charges will be levied unless consumption is excessive.

Cleaning – Residents are responsible for cleaning the flat daily, but we do normally provide a limited cleaning service once a week for the following areas: shower, toilet and kitchen. Bedroom cleaning is not provided. A mop, bucket and vacuum cleaner are provided in each flat. **Students are required to take all rubbish/trash to the refuse recycling bins.**

Bedding: No bedding or linen is provided, so you should bring or buy your own. A bedding pack can be provided (duvet, pillow, duvet cover, sheet, pillowcase) at a cost of £30.00. Residents are responsible for laundering linen and bedding.

Parking – There are a limited number of parking spaces available in the basement of the building at a charge of £8.00 per week, allocated on a first come first served basis. To apply, phone the House Manager on 0191 233 1921 or fax on 0191 233 1984.

No Smoking: Smoking is not permitted anywhere within the Residence.

Other Matters

1. You will be required to sign a legally binding Tenancy Agreement for the standard contract period before taking up residence.
2. Rent is payable in advance – see the information sheet on payment methods. 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 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. Rent payments cannot be varied if you arrive late or leave early.
5. Students’ own televisions in residence, or TV streamed via a computer, require a TV licence.

Contact Names

The House Manager, based at Stephenson Building who looks after the building and welfare of students, is **Jeff Elliott**. The member of staff in the accommodation office who deals with the administration of Stephenson Building is **Rachel Bailey**.