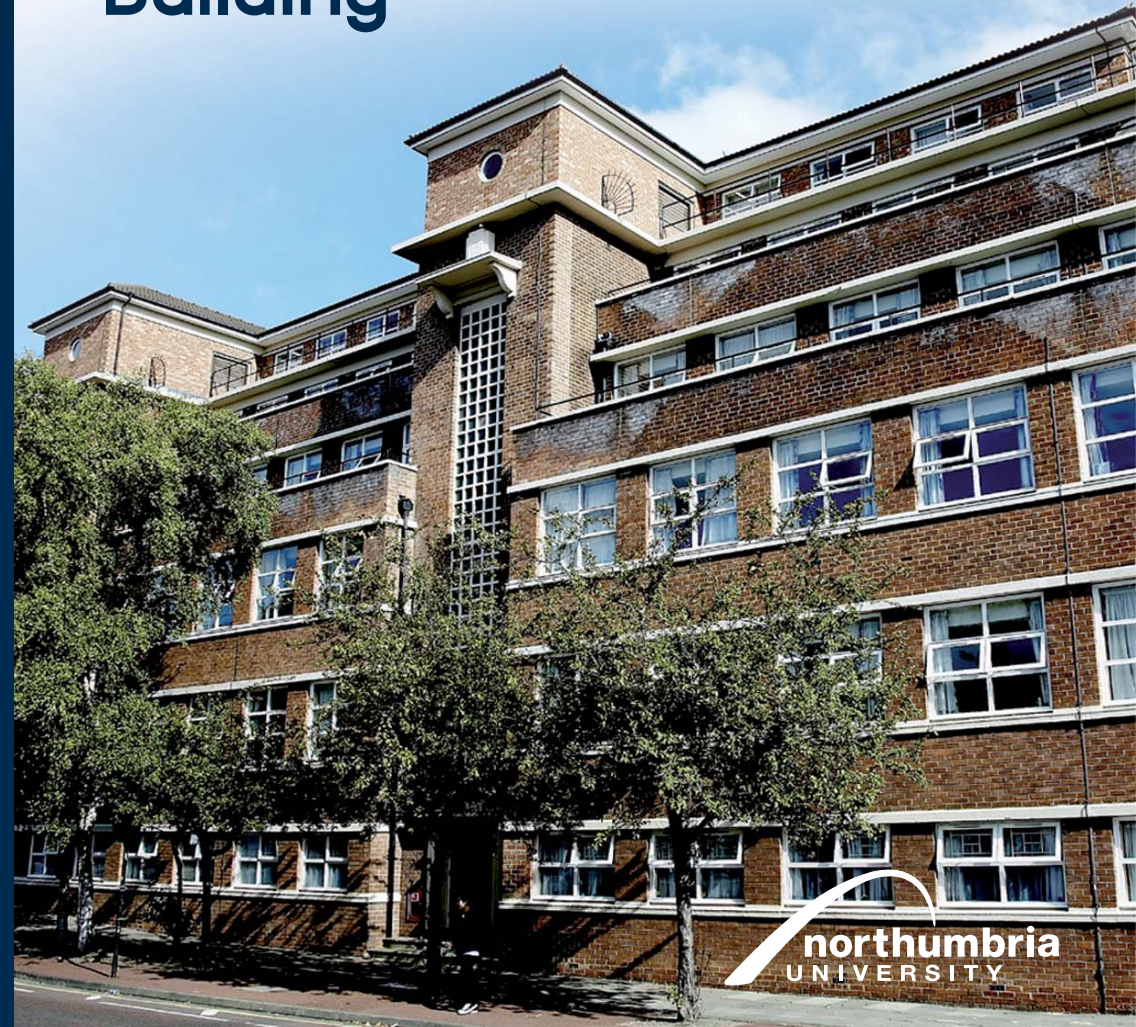


## Important other matters

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.**

## Stephenson Building



# Residence Details

**Address:** Stoddart Street, Shieldfield, Newcastle upon Tyne, NE2 1AW

**Location:** 10–15 minute walk to City Campuses

**Phone:** +44 (0) 191 233 1921 (office hours only)

**Room types:** City self catered single rooms

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

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

Bedrooms are furnished with a single bed, drawer unit, wardrobe, desk, desk chair, 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, 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. There are three flats which have four bedrooms with one shower and two toilets. A launderette is available on site. Cycle storage available. Adapted accessible accommodation is available for students with disabilities.

**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](http://www.freewiretv.com/northumbria)

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

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

**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. The University reserves the right to levy further electricity charges where consumption is excessive.

**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.

**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

# Stephenson Building

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.

**Parking:** There are a limited number of parking spaces available in the basement of the building at a charge of £12.00 per week, allocated on a first-come first-served basis. To apply, phone the House Manager on +44 (0) 191 233 1921 or fax on +44 (0) 191 233 1984. If you are offered a

parking space, please note that it is only available from Sunday 18 September 2011, 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 Stephenson Building is **Rachel Bailey**. The House Manager, based at Stephenson Building who looks after the building and welfare of students, is **Jeff Elliott**.

**Viewing Arrangements:** You are advised to view Stephenson Building, 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) 191 233 1921 and ask to speak to the House Manager or FAX +44 (0) 191 233 1984.**

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 throughout the year will vary depending on the residence. Every effort will be made to show you your or similar accommodation on request.*