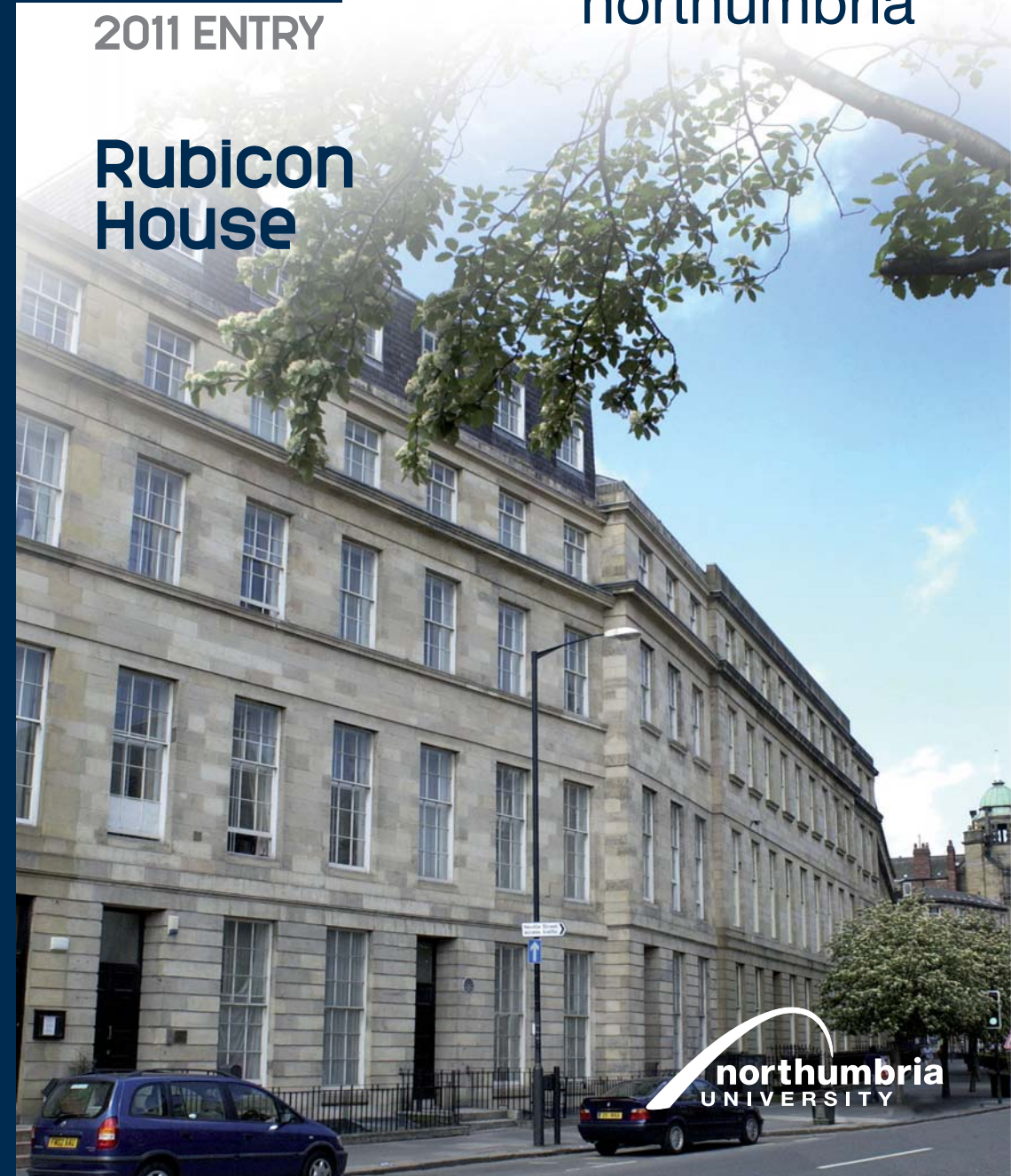


Important other matters

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.**



Residence Details

Address: 26–30 Clayton Street West, Newcastle upon Tyne, NE1 5DZ

Location: In the city centre close to the railway station, 15 minutes' walk from the City Campuses

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

Room types: City, self-catered, single rooms

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

Description: A 1996 conversion of a city centre terrace, to create 12 centrally heated apartments over six floors with accommodation for 56 students. All bedrooms have a washbasin, single bed, wardrobe, chest of drawers, bookcase, desk and chair. All students are advised to bring a desk lamp with them for study purposes. Each kitchen/living room has sink, units, fridge/freezer, washing machine, tumble dryer, cooker and microwave oven. The living area has easy chairs and space for a television (not provided). Kitchens are not equipped with cooking utensils, crockery, cutlery, kettles or irons so you should bring or buy your own. Each apartment has separate showers and toilets.

Parking: No dedicated parking is available for students although limited parking is available in metered bays at the front of the building for delivery of students and their belongings.

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.

Private telephone lines can be installed at residents' 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. Each flat has an individual meter for both and meter readings will be taken periodically. Further charges may be levied if consumption is excessive. Water and sewerage charges are also included in the rent.

Cleaning: Residents are responsible for cleaning the apartment, a vacuum cleaner is provided.

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.

Rubicon House

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

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

Contact names: The member of staff in the Accommodation Office who deals with the administration of Rubicon House is **Susannah Clegg** and the Housing Officer who is based in the Accommodation Office and looks after the buildings and welfare of students is **Philip Duke**.

Viewing Arrangements: You are advised to view Rubicon House, before accepting the offer. As the property is off campus, rooms will only be available to view by prior arrangement – telephone +44 (0)191 2274209 to arrange an appointment.

Students arriving without an appointment will not be shown Rubicon House, as staff are not always available and/or have other commitments.

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.

This viewing arrangement is based on 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.

