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ACCOMMODATION GUIDE

ACCOMMODATION GUIDE
Experience Essex

Shopping
Essex is a great place to go shopping, with traditional markets that haven’t changed much for hundreds of years! There are major retail parks to explore, and its towns are great places to find everything from designer brands to arty boutiques. Plus, with London so close, you have one of the world’s best shopping destinations on your doorstep.

History
Essex has a rich and fascinating history for you to explore; in fact, Colchester is actually the oldest Roman town in Britain. Even today, it still maintains the feel of a medieval market town, and the wider county of Essex has many sites of historical interest for you to see. For instance, you can visit castles, museums and even a secret, Cold War-era nuclear bunker!

Sport
Sports such as football, rugby, tennis and cricket are very popular in the UK. You’ll have lots of opportunities to get involved, and the University of Essex itself has a great range of sports facilities that you can use. For exercise that’s a little more relaxed, Colchester is home to many lovely routes for walking and cycling, including the Wivenhoe Trail.

Food
If you start to miss food from your home country while you’re living in the UK, don’t worry! Essex is a multicultural county, and you will find great variety, from Indian curries to Chinese dim sum and more. Of course, you can also try traditional British food at Essex’s many restaurants and pubs, and its coastline is the perfect place to eat fresh fish and chips.

Events
Throughout the year, there is a wide range of fairs, festivals and events that you can discover in Essex. From seeing the world’s biggest music artists at V Festival, to the Brightlingsea Food and Drink Festival in Colchester, there’s so much going on!

Outside Essex
While Essex has a lot to offer, you will also have a great chance to explore the rest of the UK. London, with its many museums, galleries and events, is just a short train ride away, as are Oxford and Cambridge. You can also see some of the UK’s areas of outstanding natural beauty, or even take a trip to continental Europe from Stansted or Southend Airport.
YOUR NEW HOME

Our accommodation options have everything you need to feel at home as soon as you arrive. Read below to find out what our student residences have to offer.

Conveniently located

The residences are all located on the campus ground, within easy reach of the College and city centre, and are close to supermarkets, restaurants and cafés.

Well equipped

All bedrooms include a comfortable bed, study desk, chair and bathroom facilities. Kitchens are clean and fully equipped with a fridge-freezer, cooker and microwave.

Multicultural

In your new home, you’ll have the chance to meet and make friends with people from all over the world. It’s a really great opportunity to learn more about different countries, cultures and languages.

Private and clean

Relax in your own private bedroom with a private or shared bathroom. There is also a laundry room for you to wash your clothes and there is a weekly cleaning service of communal areas.

Campus amenities

On the University of Essex campus, you can make use of facilities such as a cinema, medical centre, weekly market, restaurants and shops, including one that’s open 24/7.

Social spaces

Some residences offer communal areas. These are equipped with a variety of exciting entertainment facilities, which are an ideal way for you to spend time with your new friends.

Independent living

Our accommodation is designed for independent student life. You will be responsible for cooking your own meals, and for cleaning your own room, kitchen and clothes. There’s no need to worry, as everyone is in the same situation.

Bills included

All bills (electricity, gas and water) and internet (broadband and WiFi) are included in the accommodation price.

A helping hand

To make your move that little bit easier, we’ve created a free student starter pack, which provides many of the basic items you’ll need to settle into your new home. This is an extra benefit that you will not find in privately rented accommodation (see below for a detailed list of what is typically included in the pack).

Safe and secure

You can feel safe in your new home with secure access doors, 24-hour security cameras, as well as on-site help to solve any problems.

STUDENT STARTER PACK

Bedding
- Duvet with duvet cover
- Pillow with pillow case
- Fitted sheet

Cooking equipment
- Stainless steel frying pan
- Stainless steel saucepan
- Slotted flat turner
- Nylon ladle
- Vegetable peeler
- Plastic colander
- Solid nylon spoon
- Slotted nylon spoon
- Tin opener

Tableware
- Cutlery (fork and spoon)*
- Dinner plate
- Side plate
- Cereal bowl
- Mug
- Glass tumbler

Other
- Toilet roll
- Small hand towel
- Welcome toiletries pack (a sealable pouch with miniature bath and shower gel, hand and body lotion, shampoo / conditioner, and soap)

Please note: actual contents of the student starter pack may vary.

* For legal reasons the College is not permitted to provide knives of any kind to students.
## Standard ensuite

<table>
<thead>
<tr>
<th><strong>Accommodation setup</strong></th>
<th>Shared flat of up to 8 people</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room size</strong></td>
<td>Approximately 14.5m²</td>
</tr>
<tr>
<td><strong>Room details</strong></td>
<td>Private room with a single bed, desk, chair, bookshelves, storage and bin</td>
</tr>
<tr>
<td><strong>Bathroom facilities</strong></td>
<td>Private bathroom</td>
</tr>
<tr>
<td><strong>Kitchen facilities</strong></td>
<td>Self-catering with shared kitchen including cooker, fridge-freezer, microwave, oven, kettle, rice cooker, ironing board and storage units</td>
</tr>
<tr>
<td><strong>Social facilities</strong></td>
<td>There are events hosted by Residence Life team</td>
</tr>
<tr>
<td><strong>Internet access</strong></td>
<td>Free broadband and WiFi</td>
</tr>
<tr>
<td><strong>Journey time to the International College</strong></td>
<td>30-minute walk</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Secure fob access entrances to buildings and flats/rooms; patrol officers on campus during evenings and weekends</td>
</tr>
</tbody>
</table>

### Benefits
- Weekly cleaning service for communal areas during University term times
- Large supermarket a short walk away
- Easy access to train station, for trips out of town
- Shuttle bus runs after events at the Student Union
- On-site laundry room
- Bicycle storage

### Available to
- All students aged 16 years and over
University Quays

Location
Conveniently located close to the Colchester campus and the town centre. University Quays is a 30-minute walk to the College, or a short bus journey to campus (buses run every 20 minutes). In addition there is a large supermarket just a short walk away.

Accommodation
Private bedrooms in a shared flat of up to 8 students. All rooms have a single bed, desk, chair, bookshelves, storage, bin and a private bathroom.

Bathroom
Fully equipped private bathrooms with toilet, shower and washbasin.

Kitchen
Fully equipped, shared kitchen with fridge-freezer, cooker, microwave, oven, kettle, ironing board and storage units.

Social life
There are a number of social events hosted by the Residence Life team.

Other facilities
Nearby laundry room, and secure bicycle storage and car park. Shuttle bus runs after events at the Students’ Union.

Internet
Free broadband and WiFi.

Cleaning
The kitchens are cleaned weekly and the rubbish is collected from the kitchens daily.

Security
Secure door entry to buildings, flats and rooms; on-campus patrol officers overnight.

See page 10 for full details of prices and accommodation contract lengths.
The table below shows the standard payment structure for accommodation contracts starting in Summer 2019. In your first payment, you need to pay at least the £1,000 holding fee, and may up to the total accommodation price if you wish.

<table>
<thead>
<tr>
<th>Accommodation option</th>
<th>Accommodation length</th>
<th>1st payment (holding fee) including £250 deposit* (before you arrive)</th>
<th>2nd payment (when you arrive)</th>
<th>Total accommodation price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td>Room specification</td>
<td>Start date</td>
<td>End date</td>
<td>Number of weeks</td>
</tr>
<tr>
<td><strong>Courses starting in June</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University Quays</td>
<td>Standard ensuite</td>
<td>08/06/19</td>
<td>31/08/19</td>
<td>12</td>
</tr>
<tr>
<td><strong>Courses starting in July</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University Quays</td>
<td>Standard ensuite</td>
<td>13/07/19</td>
<td>31/08/19</td>
<td>7</td>
</tr>
</tbody>
</table>

Accommodation for students under 18 years of age: where possible, the International College will place students under 18 years old in a single-sex flat with other students under 18. If this option is not available, we will notify the student's parents or legal guardian to offer alternative housing.

* Your £250 deposit will be returned when you move out of your room. Please note, your deposit will not be fully returned if the room is damaged or left in bad condition, or if there are any accommodation penalty charges outstanding.

Please note: the International College reserves the right to change the properties advertised and / or prices quoted. If this happens, alternative options of an equivalent standard will be made available at similar prices. All prices shown are correct at time of publication but are subject to change. Published August 2018.
HOW TO BOOK

Follow the simple steps below to book your accommodation. Use the answers on the following page for more help.

**STEP 1**
Use the accommodation dates information on the previous page to choose the option that matches your course dates.

**STEP 2**
When applying to study a pathway course, you can indicate your preferred room type on the application form. We will then record your accommodation preferences and send you further information with your study offer letter.

**OR**
If you have already completed the pathway course application form, you can complete the online Accommodation Form to indicate your accommodation preferences, based on the information given in this guide.

**STEP 3**
Once you have accepted your offer, we will be able to confirm your accommodation option. We will reserve a room for you and send you an Accommodation Agreement. You will then need to complete the following steps in order to secure your booking:

1. Fill in your guarantor details on the Accommodation Agreement

2. Both you (the tenant) and your guarantor will need to read and sign the Accommodation Agreement, and return it by the accommodation confirmation date, which can be found in the Agreement. A third person must also witness the signatures, and provide their own details on the Agreement.

3. If you have not done so already, you will also need to pay a £1,000 holding fee to secure the room. This will be credited towards your overall accommodation fees.

**STEP 4**
When you are ready to come to the UK and have booked a flight, you will need to confirm your arrival details by completing the online Pre-Arrival Form. The College will be able to book and confirm transfers for you, and more details are provided in the Pre-Arrival Guide. Please submit your arrival details at least two weeks before you fly to ensure the College and your accommodation are prepared for your arrival.

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**ACCOMMODATION GUARANTEE**
We can guarantee accommodation to all students who submit their Accommodation Form before the dates below, and have accepted their offer to study.

<table>
<thead>
<tr>
<th>Accommodation start date</th>
<th>Accommodation guarantee deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th June 2019</td>
<td>1st May 2019</td>
</tr>
<tr>
<td>13th July 2019</td>
<td>1st June 2019</td>
</tr>
</tbody>
</table>

* While every effort will be made to allocate your first choice, we cannot guarantee this, and you may be offered another accommodation type or location. If you submit your form after the date listed, we cannot guarantee you accommodation, but will make every effort to find suitable housing for your studies at the International College.
QUESTIONS AND ANSWERS

WHAT IS A ‘GUARANTOR’?
A guarantor is someone who will be legally responsible for any accommodation fees you are unable to or fail to pay.

MAY I CHANGE THE LENGTH OF MY ACCOMMODATION?
You may not change your contract after you have booked and signed your Accommodation Agreement.

WHAT IS THE ACCOMMODATION AGREEMENT?
The Accommodation Agreement is a contract confirming the details of your accommodation. By signing your Accommodation Agreement, you are agreeing, under UK law, to pay for your accommodation for the full length of the accommodation contract.

WHAT IS THE HOLDING FEE?
The holding fee indicates to us that you are interested in taking our accommodation. It is £1,000 and can be paid at any time in the application process. Once you receive your Accommodation Agreement, the £1,000 is then divided into £250 for the security deposit and £750 towards the next payment of your accommodation fees.

WHAT IS EVIDENCE OF PAYMENT?
Evidence of payment can be a copy of the payment receipt, bank statement, banker’s draft or via Flywire.

WHAT HAPPENS IF I MISS THE ACCOMMODATION CONFIRMATION DEADLINE?
You must complete the required steps in order to secure your booking. If you fail to do so by the accommodation confirmation date, your agreement may be cancelled and your room given to another student to book.

If your Accommodation Agreement is cancelled, and you tell us that you would still like to book college accommodation, you will be offered the next available room. If you decide not to take this room, refund of any fees paid will only be granted in line with Kaplan International Pathways terms and conditions, and may be subject to an administration fee being deducted.

WHEN CAN I MOVE INTO MY ROOM?
You will be able to move into your room from the start date of your contract, but only if you have already sent your signed Accommodation Agreement and first payment.

CAN I GET A REFUND IF I LEAVE THE INTERNATIONAL COLLEGE?
If you leave the International College for any reason after starting your course, your accommodation fees will not be refunded.
HOW TO PAY

Read the information below to find out how you can make payments towards your accommodation.

Payment structure

| First payment (holding fee) to be made before you arrive in the UK (includes the £250 deposit) | Remaining payments |
|———|———|
| £1,000 (minimum) | Depending on your accommodation option, pay the remaining amount when you arrive at the International College and before your 2nd term (if applicable) |

How can I pay?

Before you arrive, you can make your first payment using one of the methods below:

- **Bank transfer / credit or debit card to Flywire:**
  1. Visit [UEICEssex.flywire.com](http://UEICEssex.flywire.com)
  2. Choose your country and the amounts you are paying in Pounds Sterling
  3. Choose your payment method and make your payment to Flywire
  4. Enter the payer details and those of the student you are paying for
  5. Track and confirm your payment by email, SMS or by logging into [UEICEssex.flywire.com](http://UEICEssex.flywire.com)

- **Bank draft in Pounds Sterling** payable to University of Essex International College for the deposit.

- **Electronic Transfer in Pounds Sterling** for the deposit to the following account:
  - **Bank Account Name:** Kaplan Essex Limited
  - **Bank Name:** HSBC Bank plc
  - **Sort Code:** 40-11-60
  - **Bank Account No:** 71052233
  - **BIC:** HBUKGB4B
  - **IBAN NO:** GB26HBUK40116071052233
  - **Bank Address:** 60 Queen Victoria Street, London, EC4N 4TR

Remember to include evidence of your first payment when you return your signed Accommodation Agreement to reserve your chosen accommodation option. Remember to include your family name and student number (found on your offer letter) as payment reference. When you arrive at the International College, you can pay your remaining accommodation fees by Flywire.

PLEASE NOTE:

- The £250 deposit is used to book your accommodation and will be returned to you when you move out of your accommodation.

- Your deposit will not be fully returned if the room is damaged or left in bad condition, or if there are any accommodation penalty charges outstanding.

- If your visa application is unsuccessful, please send a copy of your visa refusal documents (or other evidence) to your Admissions Advisor. A decision will then be made about your eligibility for a refund in line with our terms and conditions.

- If we do not receive the first payment and signed Accommodation Agreement, you will not be able to move into your room.

- Students who are under the age of 18 on arrival in the UK may be asked to pay all their accommodation fees before they arrive.
FIND OUT MORE

Visit the links below or contact us for more information. We look forward to helping you make Essex your new home!

Useful links:
- kaplanpathways.life/essex-housing
- essex.ac.uk
- kaplanpathways.life/essex

Search: ueicessex

Contact details

University of Essex International College
Constable Building
University of Essex
Wivenhoe Park
Colchester, CO4 3SQ

For accommodation queries:
Central Accommodation Team
+44 (0)20 8727 3500
pathways.accommodation@kaplan.com

For arrival and other queries:
College
UEIC.Arrivals@kaplan.com

All information is correct at time of publication and is subject to change.
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