**2019-2020 accommodation applications**

**Returning Southend Campus students (undergraduates and postgraduates)**

Please read all the information on this page before completing the online application form.

Closing date for applications is **23:59 PM GMT on 2nd October 2019**.

**Application procedure**

In order to apply for 2019-20 university accommodation you must be a fully registered Southend Campus undergraduate or postgraduate student in 2019-20.

**An accommodation prepayment (formerly known as accommodation deposit) is no longer required at the point of application. Instead, it will be payable when your offer is accepted (see the ‘Offer and Acceptance’ paragraph below).**

**Choose your preferred accommodation**

On the application form you will be asked to select your preferred locations. Please select these in order of preference and do not select any location which you would not be prepared to accept. We cannot guarantee that you will be offered your first choice of accommodation.

Please note that the areas of accommodation available to specific student groups vary from year to year. For example, if you are a returning second year student, it may not be possible to live in the same area as you did in your first year as a new student.

**Living as a group**

If you wish to live as a group with other Southend returning students please enter **their full names and PRID** in the "Additional Information" field on the online application form. Each student who wishes to be part of such a group **must** submit their own application. Note that we cannot guarantee we will be able to allocate you and your friends as a group.

**Your PRID**

Your PRID may be found on your registration card and consists of the first five letters of your family name plus a string of five numbers, for example:

* SMITH12345

**Offer and acceptance**

If your application is successful you will be made an offer of accommodation prior to the beginning of the summer term. It will be necessary to **accept this offer before its expiry date** in order to confirm your allocation for the next academic year. The offer expiry date will be clearly specified in the offer letter itself.

You will also be required **to return a £250 accommodation prepayment** **in order to accept your offer.**

You will be able to make this accommodation prepayment by credit/debit card as part of the online acceptance process. If you do not make this prepayment during your online acceptance you will be able to pay by credit/debit card or UK cheque by contacting the Income Office, Floor 2, The Forum, Southend.

Full contact details for paying your accommodation prepayment via the Income Office, Floor 2, The Forum, Southend will be given in the offer letter itself.

**Please do not try and pay your accommodation prepayment now. It will only be required when you accept your accommodation offer in 2019. Full instructions on paying your accommodation prepayment will again be given in the offer letter itself.**

**Accepting an offer forms a binding contract**

Once you have accepted the offer you have formed a contract which is binding and you will not be able to give notice on the room unless you withdraw from the University. If you do withdraw from the University you will be able to receive a refund of your accommodation prepayment less an administrative fee of £25 provided you contact us before the start of the next academic year.

**If you reject your accommodation offer**

If you reject your accommodation offer you will not be made a second offer of accommodation.

**Students with a university debt**

Students who have a debt to the university in excess of £75 will not be made an offer of accommodation until the debt is cleared. You will be notified of this circumstance and given an opportunity to make payment to clear this debt. If this is not received then your application will not be considered further.

**Contractual arrangements**

Upon acceptance of your allocation you will be accepting the terms and conditions made available to you electronically with your allocation.

**No notice to quit**

There is no notice to quit facility. Students will not, therefore, be able to give notice that they intend to leave their accommodation.