

Accommodation Supporting Information Sheet 2017-18 For Further Education Students

If you are applying for College accommodation, please read this important information.



Order of Allocation 2017-18

College accommodation for Further Education students is allocated in the following order:

Priority	Description of Application
1	<p>All returning students studying full time courses who lived on-site during the 2017-18 academic year and</p> <ul style="list-style-type: none"> • <i>Who return the application form by Friday 30 June 2017, and</i> • <i>Whose recorded attendance has been above 93% for the previous academic year, (or had recorded mitigating circumstances to explain a low attendance) and</i> • <i>Who have had no disciplinary issues in the previous academic year</i>
2	New students studying full time courses that have applied before Friday 30 June 2017
3	New and returning students that have applied after Monday 3 July 2017
4	<p>All returning students studying full time courses</p> <ul style="list-style-type: none"> • <i>Whose attendance significantly dropped below 93% for the previous academic year (unless there are mitigating circumstances) and / or</i> • <i>Had residential disciplinary issues</i>

Please Note

When considering all applications, the following aspects are also taken into account:

- The need to be on campus for early or late duties as an integral part of the course
- Those who have a complex journey to Hadlow College and / or it takes more than 1 hour to get to College

Any student who due to exceptional circumstances would have their learning experience at Hadlow College enhanced by living in College accommodation should write their reasons in the Personal Statement on page 4 of the application form.

Please note that no applications for 2017-18 will be processed without a deposit or if there is **outstanding debt** on a student account relating to the previous year.

Application Timeline

Apr / May	Receive Accommodation Brochure, Application Form and RBS Form from The Admissions Team
May Onwards	Return your accommodation application, with the deposit, to the Residential Co-ordinator
Early July	Confirmation letter and payment instructions sent to applications from Priority 1 & 2 students
End of July	Confirmation letter and payment instructions sent to Priority 3 students
After 1st August	Confirmation letter and payment instructions sent to Priority 4 students. All further new applications allocated in priority and date of receipt order and placed on a waiting list if all accommodation places have been filled.
August	Contract and moving in information sent to all students
September	We welcome you to Hadlow College

Accommodation Deposits

All students who wish to be considered for college accommodation on-site and at Grove Farm are required to pay a residential deposit of **£250**. This is paid under the following terms and conditions:

- The deposit is fully refundable at the end of the year subject to the accommodation and communal areas remaining in a clean/undamaged condition and return of all keys and access fob.
- The deposit does not guarantee allocation of College accommodation.
- Before enrolment, the deposit is refundable in full if the College receives a written cancellation notice before 31 August 2017.
- Any refund for a cancellation between 31 August and 8 September 2017 will only be made in full if the grounds are that the student's examination results preclude any enrolment, or that attendance is precluded on medical grounds (confirmed in writing by a GP).
- If a cancellation occurs after the 31 August 2017 and the student is technically able to attend College the deposit will only be refunded, subject to a **£60** administration fee, if the accommodation can be allocated to another student.
- If the accommodation booking is cancelled between 1 June 2017 and 8 September 2017 due to an unsuccessful application for a bursary through the Residential Bursary Fund, then a full deposit refund will be given.

College Accommodation Fees

Hadlow College offer a variety of accommodation packages. The fees for College accommodation in 2017-18 are based on a period of 39 weeks which includes all half terms and Ensuring Success weeks but students must vacate and completely clear their room during the Winter and Spring Breaks.

Students who are under 18 years as at 31/08/2017 may only select either Plan B or C.

Plan	Site	Age criteria	Basis	Cost Per Week
A	Main campus, shared bathroom facilities	18 years and over on 31/08/2017	Self-catering	£125.00
B	Main campus, shared bathroom facilities	All	Half board	£135.00
C	Main campus, shared bathroom facilities	All	Full board	£145.00
D	Grove Farm, ensuite room	18 years and over on 31/08/2017	Self-catering	£130.00
E	Grove Farm, ensuite room	18 years and over on 31/08/2017	Half board	£140.00
F	Grove Farm, ensuite room	18 years and over on 31/08/2017	Full board	£150.00

Provisional costs – Subject to confirmation for each individual applicant

Accommodation fees	COSTS			PAYMENT METHODS	
	No of Weeks	Cost Per Week	Total Cost Per Year	Payment in Full (10% discount)	Typical Direct Debit over 10 months
Plan A	39	£125.00	£4875.00	£4387.50	£487.50
Plan A with 80% award from RBF	39	£25.00	£975.00	£877.50	£97.50
Plan B	39	£135.00	£5265.00	£4738.50	£526.50
Plan B with 80% award from RBF	39	£27.00	£1053.00	£947.70	£105.30
Plan C	39	£145.00	£5655.00	£5089.50	£565.50
Plan C with 80% award from RBF	39	£29.00	£1131.00	£1017.90	£113.10
Plan D	39	£130.00	£5070.00	£4563.00	£507.00
Plan D with 80% award from RBF	39	£26.00	£1014.00	£912.60	£101.40
Plan E	39	£140.00	£5460.00	£4914.00	£546.00
Plan E with 80% award from RBF	39	£28.00	£1092.00	£982.80	£109.20
Plan F	39	£150.00	£5850.00	£5265.00	£585.00
Plan F with 80% award from RBF	39	£30.00	£1170.00	£1053.00	£117.00

Residential Bursary Fund (RBF)

All FE students are eligible to apply for an award from the Residential Bursary Fund to cover the cost of 80% of the residential fees if they meet the following criteria:

- Be aged 16 or over on 1st September 2017.
- Be a national of any European Union country or have 'settled status', the right of abode in the UK, and have been ordinarily resident in the EEA for 3 years preceding the first day of their course. There are other categories where a non-EU national may be eligible. If you are unsure whether your nationality or residency rules meets the criteria then please contact College Registry for clarification.
- Have a household income of **less than £30,000 (gross)**. This will include all income such as State Benefits, Tax Credits or income from employment.
- Be enrolled on a full-time course which lasts for at least 10 weeks of the year.

The RBF is for residential fees only and does not cover the deposit which must be paid in full at the time of the application. Application forms for RBF and full details of eligibility are available from the College.

Free College Meals

All FE students who apply to the Residential Bursary Fund and meet the criteria listed on the www.gov.uk website will be automatically assessed for Free College Meals and if awarded, any payment plan will be adjusted if the full board option has been indicated.

Payment Methods

Arrangements for College accommodation payments are made in advance of September 2017. Students can make arrangements to pay in one of two ways:

A Payment in full

Payments can be made in full either by cash, cheque or credit card. Any payment made in full will attract a 10% discount. Please ensure that your payment reaches us by 11 August 2017.

B Direct Debit

Direct Debit payments are timed to commence in September 2017 and will run on a monthly basis until June 2018.

Direct Debit forms are to be returned to the College by 11 August 2017 in order to be processed in time. Please note the following charges under the Direct Debit Scheme:

- If the College requests a Direct Debit payment for accommodation and the payment is rejected due to insufficient funds, the College will charge a **£20** administration fee.
- If an accommodation Direct Debit is cancelled before the final payment has been collected, the College will charge a **£50** administration fee.

All students paying by installments must return a new Direct Debit form, even if they are a returning student and have already submitted a form for the previous year.

Any incomplete Direct Debit forms that are sent to the College cannot be processed, so please ensure that the full bank address is stated and that the form is signed. Failure to do so may result in the application being rejected.

Moving In Date

It is expected that students will move into College accommodation on Sunday 10th September 2017 for September 2017 enrolment. Date will be confirmed nearer the time.

Trial Period

Students have a trial period of two weeks from the date they move in. If they vacate their College accommodation during their trial period, they will be liable to pay up to and including their leaving date and will be entitled to a refund of their accommodation deposit less an administration charge of **£60** (subject to normal refund terms and conditions). **If a student moves out after the two-week trial period or is excluded from accommodation at any time, they will be liable for the residential fees for the whole year (up to 39 weeks).**