



# College of Technology London

## Accommodation Application Form

Use this form only for reserving accommodation and airport pickup services.  
This form can be typed or handwritten. Please return by fax +44 (0)20 8983 4911, OR  
email: [accommodation@ctlondon.ac.uk](mailto:accommodation@ctlondon.ac.uk) OR to your local CTL representative or agent.

In conjunction with **Britannia Student Services**

London homestay and flatshare accommodation. Half-board and self-catering options.

Airport pickup services from London airports.

OFFICE USE ONLY

ID:

Date Rec:

Accom Fee:

Airport Fee:

Pay Date:

P\_Method: -

### Section 1: Applicant Details

Please complete in BLOCK letters or type

|               |                               |                                 |  |
|---------------|-------------------------------|---------------------------------|--|
| Last Name     |                               |                                 |  |
| First Name    |                               |                                 |  |
| Date of Birth |                               | Nationality                     |  |
| Gender        | Male <input type="checkbox"/> | Female <input type="checkbox"/> |  |

### Section 2: Accommodation Requirements

|  |                 |   |
|--|-----------------|---|
| Arrival Date:  | Departure Date: | Number of Weeks:  |
| I require accommodation in... Zone 2 <input type="checkbox"/> Zone 3 <input type="checkbox"/> Zone 4/5 <input type="checkbox"/>  |                 | Meal Plan: SC <input type="checkbox"/> BB <input type="checkbox"/> HB <input type="checkbox"/>                    |
| The College is based in Zone 2. For further information on London transport zones refer to the Transport for London Travelcard zones map: <a href="http://www.tfl.gov.uk/tfl/tube_map.shtml">www.tfl.gov.uk/tfl/tube_map.shtml</a> |                 | (BB= Room & Continental Breakfast, HB= Room, Continental Breakfast and Dinner, SC= Room only with use of kitchen) |
| Do you like: CATS? <input type="checkbox"/> Yes <input type="checkbox"/> No DOGS? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                 |   |
| Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No (smoking homes are limited)   |                 |   |
| Do you have any special requirements? Please give details:   |                 |   |

### Section 3: Airport Pickup

|  |                      |                      |                   |
|--|----------------------|----------------------|-------------------|
| Do you require an airport transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (HEATHROW £51.00 each way / GATWICK £75.00 each way)<br>Supplement to/from Heathrow to East or South East London £10 per car. |                      |                      |                   |
| <b>Airport Meeting Details</b>   | Flight Arrival Date: | Flight Arrival Time: | Airport:          |
|  | Flight Number:       | Airline:             | Airport Terminal: |

### TRANSFERS

Your driver will be in the arrivals hall with a sign bearing your name and College of Technology London. If you do not see the driver please go to the airport information desk in the arrivals hall and ask them to make an announcement over the loud speaker for the driver. If you still cannot locate the driver, please call Britannia Student Services office 020 7436 7738 (09.30 - 18.00 Mon - Fri) or our after hours emergency number at weekends or evenings/ early mornings on 07866 723789. The person on duty will locate the driver by mobile phone and ensure that you and driver meet up.

### Section 4: Insurance

|   |                  |                  |                   |                   |
|---|------------------|------------------|-------------------|-------------------|
| Do you require insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (Insurance is optional but highly recommended) |                  |                  |                   |                   |
| INSURANCE FEES: 31 DAYS - £20.00  | 6 Weeks - £25.00 | 2 Months - 30.00 | 3 Months - £45.00 | 4 Months - £55.00 |

### Section 5: Accommodation Rates

| Self Catering Rooms  | Room Type & Meal Plan                  | Zones 4 & 5 | Zone 3  | Zone 2  |
|--|--|-------------|---------|---------|
|  | SINGLE with Breakfast or Self catering | £105.00     | £115.00 | £120.00 |
|  | TWIN with Breakfast or Self catering   | £95.00      | £105.00 | £110.00 |
| <i>If student is booking for self catering then student needs to tell us at the booking time as student cannot change back from breakfast to self catering.</i>                                      |  |             |         |         |
| Rooms with Food Arrangements   |  |             |         |         |
|  | SINGLE with Breakfast & Evening meal   | £125.00     | £135.00 | £140.00 |
|  | TWIN with Breakfast & Evening meal     | £115.00     | £125.00 | £130.00 |
| A BOOKING FEE OF £25 PER PERSON WILL APPLY TO ALL INDIVIDUAL BOOKINGS<br>Minimum stay 4 weeks. Bookings cannot be cut short within the first 4 weeks of stay. Thereafter 2 week's notice will apply. |  |             |         |         |

**FLATSHARE ACCOMMODATION** - Minimum stay 3 months.

Flat shares are for long-stay students only and **cannot** be pre-booked from overseas. After arrival, we will arrange for you to visit available flats. If you find what you are looking for, you will be required to sign a contract directly with the landlord before moving in.

**RATES PER WEEK:** Shared Double / Twin room from £65.00 per person  
 Single room (when available) from £85.00 per person

**Section 6: Terms and Conditions**

CTL uses the services of a professional accommodation agency that ensures students receive a quality service at relatively short notice. Please read the following terms and conditions carefully. Students may incur extra charges if they fail to adhere to the following terms and conditions.

**CANCELLATION, CURTAILMENT & NO SHOW**

- In the case of homestays, cancellations received 7 days or less prior to arrival and no-shows will incur a penalty of one week's rent plus booking fee. Separate terms and conditions may apply for other accommodation types and will be notified accordingly.
- There will be no refund for unused portions of accommodation in case a student cuts short his/her stay. No exceptions will be made in the case of medical or family emergency as students are advised to purchase a travel & study insurance policy such as Endsleigh Insurance. Long stay students may give 2 weeks' notice to move, only after the first 4 weeks of stay have been completed.
- Airport Transfers** – there will be no refund of airport pick up charges if the student fails to arrive on the time mentioned or arrives at the wrong airport. Please ensure that the airport arrival, flight number and airline details provided on the previous page are correct. If you are taking a connecting flight, ensure that details provided are for the connecting flight (not the flight originating from your country).
- Transfer to accommodation** - please ensure that your driver takes you to your accommodation immediately not to the College or any other place.
- Payment** - please ensure that this application is signed and received by the Accommodation Officer at the College at least 4 days prior to your arrival. You must also ensure that payments are received at least 4 days prior to your arrival. Your accommodation will **not be reserved** without prior payment.
- Insurance** - YOU ARE STRONGLY ADVISED TO PURCHASE TRAVEL INSURANCE WHICH WILL COVER YOU FOR LOSS OF STUDY COURSE, ACCOMMODATION & TRANSPORTATION CHARGES, IN CASE OF INJURY OR ILLNESS OF YOURSELF OR A CLOSE RELATIVE (Subject to full terms & conditions as per the insurance certificate). Insurance is offered in association with Endsleigh Insurance Services.

**Student Declaration**

I have read and understood the terms and conditions of student accommodation provided by College of Technology London using Britannia Student Services. I understand that if I have not submitted a signed Accommodation Application Form and enclosed payment I will not be met at the airport and will not have accommodation reserved for me.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 7: Fee Calculation**

Please calculate the total fees for accommodation and fill sections below.

|  |                |   |
|--|----------------|---|
| <b>Room charges for four weeks</b> (see Section 5 for costs)<br>(e.g. Single Room with breakfast in Zone 3 = £105 x 4weeks = £420) | £0.00          | <b>COLLEGE ACCOUNT DETAILS</b><br>Account Name: College of Technology London<br>Bank Address: Barclays Bank plc<br>147 Holborn, London EC1N 2NU<br>United Kingdom<br>Account Number: 60729825<br>Sort Code: 20-41-50<br>IBAN: GB95 BARC 2041 5060 7298 25 |
| <b>Airport transfer fee</b> (see Section 3 for costs)  | £0.00          |   |
| <b>Standard booking fee for all students</b>   | £25.00         |   |
| <b>Insurance</b>   | £0.00          |   |
| <b>TOTAL COST</b>  | <b>£ 25.00</b> |   |

**Section 7: Payment Details**

I am paying accommodation charges by: Demand Draft/ Bank Draft  Telegraphic Transfer/ Funds Transfer   
 Other  give details: \_\_\_\_\_

If paying by Telegraphic Transfer/ Electronic Funds Transfer please pay to the College bank account (above) quoting your name and Student ID as a reference. If making payment by Demand Draft/ Bank Draft please post to the Accommodation Officer at the College, or give you're your agent/ CTL representative.

**Agent Declaration**

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- I have informed the student of the accommodation options available.....
- The student is aware of the costs of accommodation and airport pickup charges.....
- The student understands the requirement to book 4 weeks of accommodation in advance.....
- The student is aware that there is no refund of airport pickup charge if they do not arrive at the correct airport or the flight is cancelled.....
- The student is aware that there is no refund accommodation fees unless a minimum of 7 days notice is given.....
- The student is aware that there is no refund accommodation fees unless a minimum of 7 days notice is given.....
- The student is aware that accommodation or airport pickup services will not be reserved without prior payment or receipt of a signed booking form

**Agent Declaration**

It is my opinion that the student intends to meet all financial commitments in relation to accommodation and airport collection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/ Representative Name: \_\_\_\_\_