

OFFICIAL USE ONLY

date

received:



University of Sussex

This form should be returned with your application for admission to the International and Study Abroad Office, Mantell Building, University of Sussex, Falmer, Brighton BN1 9RF as soon as possible

Application for accommodation 2008/2009 (Visiting, exchange and pre-medical applicants)

(Please complete in capital letters, ticking boxes as appropriate. Please also read the attached information notes before completing your application)

Family name..... Other names.....

Date of birth .....Age ..... Male  Female

Will you be under the age of 18 on 27 September 2008? Yes/no

Home institution:.....

Correspondence address:.....

Email: .....Telephone: ..... Mobile/cell phone: .....

Contact address (if different) for July to September 2008.....

Emergency contact name (eg parents) and address.....

.....Telephone:.....

- (A) Sussex in September programme only
- (B) Sussex in September programme + autumn term
- (C) 39 weeks (October to June including vacations)
- (D) 25 weeks (October to March including vacation)
- (E) 24 weeks (January to June including vacation)
- (F) Autumn term only
- (G) Spring term only

**Students should note that the university is not able to guarantee being able to offer your choice of tenancy length, room type or location. However, if you have a special medical need which affects your requirement for accommodation, please tick the box below and we will make every effort to allocate you to suitable accommodation.**

Do you have any special medical needs which affect your requirement for accommodation?   
 (If you have ticked this box, we will send you a separate leaflet which explains what we can offer and lets you know what information we need from you before allocating.)

Please indicate below your choices of residence in order of preference – number 1 being your first choice and number 9 being your last choice. (We cannot, however, guarantee you will be allocated to your preferred choice.)

<b>Brighthelm</b>	<input type="checkbox"/>	<b>East Slope</b>	<input type="checkbox"/>	<b>Lewes Court Phase 1</b>	<input type="checkbox"/>
<b>Park Houses</b>	<input type="checkbox"/>	<b>Park Village</b>	<input type="checkbox"/>	<b>Lewes Court Phase 2</b>	<input type="checkbox"/>
<b>Swanborough</b>	<input type="checkbox"/>	<b>Stanmer Court</b>	<input type="checkbox"/>	<b>Off campus</b>	<input type="checkbox"/>

Would you like any of the following options? (Please number in order of preference)

<b>An en-suite room? (approx £100)</b>	<input type="checkbox"/>	<b>A studio flat? (approx £105)</b>	<input type="checkbox"/>
<b>A room in an all female flat?</b>	<input type="checkbox"/>	<b>A room in a quiet flat?</b>	<input type="checkbox"/>
<b>A room in a non-smoking area*?</b>	<input type="checkbox"/>	<b>A room in a mature area?</b>	<input type="checkbox"/>
<b>A shared room?**(approx £50)</b>	<input type="checkbox"/>	<b>A room in an International area?</b>	<input type="checkbox"/>

\*Please note that all communal areas in the Residences are non-smoking although students are permitted to smoke in their study bedrooms. However, there are some flats where students are not permitted to smoke at all. Please tick the box if you would like this option.

\*\* If you have selected the shared room option and wish to share with another student visiting University of Sussex student, please provide his or her name and we will do our best to allocate you together.

Name of student to share with:.....

**Please note here any other information which you would like us to take into account before allocating you a room.**

.....

.....

**Signature:** ..... **Date:** .....

(If you are a parent/guardian completing this form on the behalf of a student please sign on their behalf.)

## Visiting, exchange and pre-medical applicants housing application 2008/2009

(Please retain this information sheet)

We suggest that before completing the application form on the next page, you should read the housing guide *At home with us* (which can be found on our website at: [www.sussex.ac.uk/residentialservices](http://www.sussex.ac.uk/residentialservices)) and the notes set out below. Please keep these notes for future reference.

### 1. University-managed accommodation

University managed accommodation consists of **single** and **shared** rooms both **on campus and off campus in Brighton & Hove**. All University-managed accommodation is self catering with cooking facilities in fully fitted communal kitchens. Please note that we cannot always guarantee to meet your preferences and you may be allocated any combination.

### 2. Tenancy lengths

Most University-managed undergraduate accommodation is let for a set period of 39 weeks. Students will be entitled to remain in this accommodation during the Christmas and Easter vacations but will be expected to move out at the end of the academic year. **Students applying for the full academic year and for the autumn term only are guaranteed accommodation if they apply before 1 August 2008**. Students coming for the Sussex in September programme and the autumn term only should note that they are likely to be housed in York House for the duration of their stay. Students coming for the autumn plus spring terms (but not summer term) and those starting in January for either the spring term only or the spring and summer terms should note that room availability is more limited during these periods. If we are unable to house all students in these contingents we will offer host families as an alternative.

### 3. Rents

In the 2007/8 academic year, University-managed accommodation rent ranged between £68 and £92 per week for standard accommodation and was around £100 per week for an on-suite room, prices that compare favourably with other universities. All campus rooms and the majority of off campus rooms now include broadband connectivity. Final rent details will be set out in your tenancy agreement. Whilst many students prefer their own room, shared rooms can be a particularly attractive option for any student who may want to keep living expenses as low as possible, as the rents are on average some £20-£30 per week less than a single room. Should you wish to be considered for a shared room with a friend please supply his/her name and we will endeavour to place you together.

### 4. Quiet accommodation

Certain areas of accommodation are designated quiet areas as they are located near the family flats. If you would like to be allocated to a mixed sex quiet house please annotate the application form accordingly.

### 5. International and mature areas

Each of the on campus residences and some of the off campus residences have areas set aside for international or mature students (over 21 years). If you would like to be considered for this type of accommodation please indicate on the application form.

### 6. En suite rooms/studios

The University has a number of en-suite rooms and studio flats which students can apply for. En suite means the room has its own bathroom and a studio means that it has its own bathroom and kitchen. Please mark on the application form if you wish to be allocated such accommodation.

### 7. Special needs

You are strongly advised to inform the Housing Office of any **medical** or **special needs** that may affect your accommodation requirements. If we are not aware of a special need at an early stage, we may not be able to allocate you appropriate accommodation later on.



University of Sussex

### 8. Room swaps and terminations

Although we do our best to allocate students to their preferred choice of accommodation, it is not possible to meet everyone's needs. The University's stock of accommodation is extremely varied and some areas are much more popular than others. **We do not allocate rooms according to how quickly you returned your application form. The order of allocation is random between all students who returned their form by the relevant closing date.** If, however, you are unhappy with your allocation there will be the opportunity to swap later on in the term for a small fee. If you decide to terminate your tenancy and leave University accommodation for any reason other than withdrawing or intermitting from your course, you will be liable for the rent until another acceptable student is found to take your room and will have to pay a termination fee.

### 9. Behaviour in the residences

All residents are expected to behave in accordance with commonly accepted rules of good behaviour and to abide by the clauses in the Tenancy Agreement. Also all students will be required to abide by, and to submit to the procedures of the University's disciplinary rules and regulations as amended from time to time. A copy of the current disciplinary rules and regulations is available on request from the University or can be viewed online at [www.sussex.ac.uk/secretariat/1-2-15.html](http://www.sussex.ac.uk/secretariat/1-2-15.html). Residents may be subject to disciplinary action and/or legal possession proceedings if they breach the terms of their Tenancy Agreement.

### 10. Students under the age of 18

Students who are under the age of 18 when they move into University accommodation will be allocated accommodation in accordance with the University housing allocations policy. We will however, only place the young person in accommodation that we directly own and manage. We will make every effort to ensure that the student is placed on the campus but this cannot be guaranteed. Parents and guardians of students under the age of 18 should be aware that such students may be housed with other students who are over 18 years of age.

### 11. Return of application form

Please note that housing application forms should be returned to the International and Study Abroad Office by the following dates:

- 1 August 2008                      If your course starts in October
- 1 November 2008                 If your course starts in January

### 12. North American students

Please note that, if you are coming to Sussex under an exchange agreement that covers the cost of accommodation, you would automatically be assigned to a term time only tenancy (31 weeks). However, if you would like a tenancy that covers the vacation also, and are prepared to pay the extra rent, please notify the International and Study Abroad Office.

**Please retain these notes and return the form to the International and Study Abroad Office**

**Housing Office**  
Bramber House  
University of Sussex  
Falmer  
Brighton  
BN1 9QJ

T +44 (0)1273 678220  
F +44 (0)1273 678696  
E [housing@sussex.ac.uk](mailto:housing@sussex.ac.uk)

**International & Study Abroad Office**  
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