

## How to apply

To apply for accommodation at Reading St George's Hall you should complete and return this application form to the address indicated below.

If we receive initial approval, an offer letter will be sent to you with details of where to access the terms and conditions and halls hand book. You should read both carefully before completing and returning to us, with a cheque for £200 deposit, as the contract will then become binding between you and the University.

Please return this form to:

**The Lettings Officer**  
**St George's Hall**  
**c/o Reading Student Village**  
**Sherfield Drive**  
**Reading RG2 7EZ UK**

t +44 (0)118 916 8441

e reading@thestudentvillage.com

**Failure to sign and date this form will delay the processing of your application.**

## How this information about you will be used

Sharing information could help us deal with your application more quickly and enable us to provide you with suitable services while you are a resident and student. As such we may share the information you have provided which may be personal or sensitive in nature with the University of Reading ("the University"). For example, if you declare that you have a medical condition or disability we may pass this on to sections within the University, such as, the University's Disability Advisory Service or your Hall Warden, so that they can pass on relevant information regarding the services provided by the University. At no time will your personal or sensitive personal data be disclosed to the University for marketing and sales, or for any purpose other than for a legitimate requirement.

If you have any queries about how your personal or sensitive information may be used, please email **nikki.sleep@upp-ltd.com** to request a copy of our Data Protection Policy.

Further information about the University of Reading's use of personal information can be found here: **[www.reading.ac.uk/studentFPN](http://www.reading.ac.uk/studentFPN)** and **[www.reading.ac.uk/data\\_protection](http://www.reading.ac.uk/data_protection)**

UPP would like to send you information about our own products and services by post. If you agree to being contacted in this way please tick the box

## Your declaration

I understand the following:

You will use the information I have provided to process my application for accommodation

You may share information with, and obtain information about you from, the University of Reading to: provide me with a better service; supply me with details about University and UPP services; and make sure the information held about me is accurate.

If I give information that is incorrect or incomplete my application maybe delayed.

I have read the accommodation insert and declare that this information is accurate.

Signature:

Date:

Registered office: Weston House, 246 High Holborn, London WC1V 7EX. Registered no. 04647007



# Reading St George's Hall

APPLICATION FORM 2010/2011

Thank you for choosing to stay at Reading St George's Hall.

Please complete ALL details in **BLOCK CAPITALS**.

Office use only: Date recd:

Room allocated:  yes  no

Customer no:

1 Family / surname:

2 First name / given name:

3 Title: Mr / Ms / Mrs / Miss / Other:

4 Sex: male  female

5 Date of birth: D D / M M / Y Y

6 Nationality:

7 Family / permanent address:

Town / City:

Postcode:

Country:

UK Telephone number:

UK Mobile / fax:

Email:

8 Postal address (if different from above):

Town / City:

Postcode:

Country:

Telephone number:

Mobile / fax:

Email:

Dates when at postal address: from D D / M M / Y Y to D D / M M / Y Y

9 Emergency contact details (parent / guardian / partner):

Name:

What is your relationship:

Address (if different from above):

Town / City:

Postcode:

Country:

Telephone number:

Mobile / fax:

Email:

Registered office: Weston House, 246 High Holborn, London WC1V 7EX. Registered no. 04647007

10 Date of accommodation required from: Welcome Week - 26 Sept 2010  Term start - 03 Oct 2010

11 Course name: \_\_\_\_\_ University ID number: \_\_\_\_\_

12 What type of student are you (tick where applicable):

a  International Foundation Programme  Undergraduate  Postgraduate

b  UK  EU (non-UK)  Overseas

c  Full-time student  Part-time student

13 Are you a:  New student to the University  
 Returning student to the University

14 Which year of study will you commence in Oct 2010:  1st  2nd  3rd  4th

15 Is your University offer:  Conditional  Unconditional

16 Where did you live last year:

- Home  Reading St George's Hall  Reading Student Village  
 Private landlord in Reading  University of Reading Hall of Residence (please specify)  
 Private hall of residence (please specify)  Other (please specify)

Second occupant (only applicable to double occupancy rooms)

17 Family name / surname: \_\_\_\_\_

18 First name / given name: \_\_\_\_\_

19 Title: Mr / Ms / Mrs / Miss / Other: \_\_\_\_\_ 20 Sex: male  female

21 Date of birth: D D / M M / Y Y 22 Nationality: \_\_\_\_\_

23 Family / permanent address: \_\_\_\_\_

Town / city: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

UK Telephone number: \_\_\_\_\_

UK Mobile / fax: \_\_\_\_\_

Email: \_\_\_\_\_

24 Are they a:  Full-time student  Part-time student  Non student

To be able to live in Reading St George's Hall each resident needs to be a full-time student. Please provide the Lettings Officer with a letter of confirmation of student status from your University or College within one week of taking up residence.

25 Where did you hear about Reading St George's Hall:

- Word of mouth  Your university/college  UCAS  Our website/brochure  
 Advert (please specify)  Other (please specify)

## Room and price list

Please choose three room types in order of preference however we cannot guarantee the room of your choice. Please note 40 week leases are limited.

Room type (weekly fees) (single occupancy unless specified)	39 week term Put 1, 2 or 3 here	50 week term Put 1, 2 or 3 here	51 week term Put 1, 2 or 3 here
Standard en suite room	£132.51		
Extended non en suite room	£103.57		
Standard en suite room	£132.51	£129.44	
Extended en suite room	£139.95	£138.34	
Disabled en suite room	£132.51	£129.44	
Studio (A & B)			£183.46
Studio (C & D)	£183.72		£180.18
En suite studio (E)			£183.82
Disabled en suite studio			£186.62
En suite studio with guest bed and garden access			£192.22
Double bedroom flat	£231.55		

### Fees

Fees are payable termly and include utility costs, internet access and personal contents insurance. A deposit of £200 is required when you sign the Residency Agreement. (All cheques should be made payable to the University of Reading). If you are currently residing in any University Halls a deposit may not be applicable. Please contact the University Finance Office to confirm.

26 The accommodation is available either on a 39, 50 or 51 week let, but residents wishing to stay in the same accommodation for two years will have to take a first-year licence for 52 weeks.

Two years (please tick):

27 Special requirements

a Please tick any preferences regarding room allocation (please note that no guarantees can be made)

Same-sex flat  Mixed-sex flat  No preference

b Do you have any physical or other special needs requiring specific facilities? If yes, please give details.

c Are you registered disabled?  yes  no

d Do you have any friends you wish to share a flat with?  Groups of up to six students are welcome. Each student needs to complete a separate form and all applications should be stapled and submitted together to avoid disappointment. If any of your friends are applying to Reading St George's, please state their names and we will try to allocate your rooms within close proximity.

Unfortunately we can not guarantee that we will be able to accommodate all requests.