

How to apply

To apply for accommodation at Reading Student Village 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
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 of the services provided by the University to 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 and 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 Student Village

APPLICATION FORM 2010/2011

Thank you for choosing to stay at Reading Student Village.

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 Data 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 Student Village Reading St George's Hall
 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 Student Village 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 Student Village:

- 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
Standard en suite room	£129.44	£126.14
Enhanced en suite room	£135.73	£133.28
Extended en suite room	£133.05	£128.98
Extended enhanced en suite room	£137.06	£135.51
Superior en suite room with guest bed	£144.02	£141.73
Enhanced superior en suite with double bed	£157.39	£153.55
Disabled en suite room	£129.44	£126.14
Farmhouse superior en suite room with guest bed		£167.72
Farmhouse double occupancy en suite room		£190.24
Farmhouse double studio		£193.73

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 or 50 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 Student Village, 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.