



Accommodation
Information Pack
2011 - 2012

Host Family Accommodation

Abbey College can arrange accommodation for students with host families located in Cambridge. The homes are generally within easy cycling distance or a short bus ride from Abbey College. Some homes are within walking distance. Each home takes between one to seven Abbey students. The majority of host families have at least two students.

Host families are carefully selected to ensure friendly, safe and comfortable environments in which students are able both to relax and study effectively. Each student has his or her own single study-bedroom. Bathroom facilities are usually shared. Some families offer self-catering, some offer half board, which includes breakfast and evening meals. Students have a degree of independence – their own set of keys, use of telephone and washing machine etc. Some houses have a living room and TV for students, while in others this is shared with the family.

All rent money is paid directly to the Host, not to Abbey College. The cost of accommodation varies slightly between houses, but is typically **£130-£160** per week. A deposit is usually required of 4 weeks' rent. The deposit will be returned to students when they leave the host family – providing there is no breakages/damage and the full notice period is given in writing (usually 4 weeks). For students who do not stay in their accommodation during College breaks, a retainer is sometimes required during half terms and the Easter and Christmas break.

Abbey College Halls of Residence

Abbey College Cambridge offers a limited number of students supervised rooms in Tripos Court, Purbeck House and Milton Road. Please see description, terms and prices on the dedicated leaflet (attached).

This is an important innovation for Abbey College Cambridge students, giving them a great option for safe accommodation. It is particularly suited for students arriving in the UK for the first time, whose families are often concerned about safety and self-care issues.

Tripes Court

Abbey College offers 28 single study en-suite bedrooms spread over five floors of Tripes Court. The accommodation operates an entry phone system and has telephone, TV and internet connections*. Bedrooms are fully furnished with a single bed, storage boxes underneath, wardrobe, and desk with a bookshelf and bedside locker. En-suite bathrooms have a shower, toilet and wash basin as well as a heated towel rail, mirror and vanity light. Kitchens are shared between 6 residents.

*(Students are responsible for the connection and payment of their own telephone and TV connection. Students must obtain their own TV and purchase a TV license which typically costs GBP140.00, details on how to do this will be provided on arrival).

Internet services are already installed at Tripes Court. The wardens will be able to help the students access it within 24 hours of arrival.

Kitchens are furnished with a table and chairs and work units with one locked unit per person. Sinks, cooker*, extractor fans and fridge freezer are present.

*(Students are not able to use the cookers).

Abbey Colleges Resident Wardens will preside over the students and ensure that they keep their rooms tidy and clean. Breakfast is a 'self-service' meal of various cereals, fruit and drinks offered in the Kitchen. The evening meal has a set service time and it is prepared and cooked by a Chef at the halls.

Tripes Court has its own Laundromat on site, where the students are able to wash and dry their clothes for GBP2.50 a load.

Fresh bed linen will be supplied by the College every week. Students are expected to provide their own bath towels.

Each student will be expected to keep their own room and bathroom and the kitchen that they share at Tripes Court clean and tidy. The College Wardens will continually inspect the accommodation. The Accommodation Officer will also conduct termly checks. Any student who fails to meet the necessary standards will incur a fine.

A cleaner is employed full time at Tripes Court. The communal areas (stairs, hallway and kitchens) are cleaned daily, Monday to Friday and the student's rooms are cleaned once a week.

Tripes Court is only available to students who are enrolled for courses beginning in September of an academic year and is strictly for students who are 16 or 17 years of age at the start of their course of study.

Purbeck House

Purbeck House offers 28 twin share study en-suite bedrooms spread over five floors. The accommodation operates a coded entry system. Each room has TV* and internet access. Rooms are fully furnished with two single beds, two wardrobes, and two desks. There is also a bookcase and a storage cabinet. En-suite bathrooms have a shower, toilet and wash basin as well as a heated towel rail. These rooms also benefit from a mini kitchenette where the students can do some light cooking at lunchtimes.

*(Students are responsible for the connection and payment of their own telephone and TV connection. Students must obtain their own TV and purchase a TV license which typically costs GBP140.00, details on how to do this will be provided on arrival).

Internet services are already installed at Purbeck House and the students can access the internet immediately.

The kitchenettes all have integrated appliances, compact oven with microwave, hob, extractor fan, fridge with icebox, a dishwasher and single bowl sink.

Abbey Colleges Resident Wardens will preside over the students and ensure that they keep their rooms tidy and clean. Breakfast is a 'self-service' meal of various cereals, fruit and drinks offered in the Kitchen. The evening meal is prepared and cooked by a Chef at the halls.

Purbeck House has its own Laundromat on site, where the students are able to wash and dry their clothes.

Fresh bed linen will be supplied by the College every week. Students are expected to provide their own bath towels.

Each student will be expected to keep their own room and bathroom and the kitchen that they share at Purbeck House clean and tidy. The College Wardens will continually inspect the accommodation. The Accommodation Officer will also conduct termly checks. Any student who fails to meet the necessary standards will incur a fine.

A cleaner is employed full time at Purbeck House. The evening meal kitchen is cleaned daily, Monday to Friday and the student's rooms are cleaned once a week

Purbeck House is only available to students who are enrolled for courses beginning in September and January of an academic year and is strictly for students aged 17 years and over at the start of their course of study.

Milton Road

Abbey College offers 5 twin en-suite bedrooms in Milton Road. The accommodation is a detached house and operates an entry code system. There are separate study, lounge and games rooms; all rooms including bedrooms have access to the wireless internet connection. Bedrooms are fully furnished with two single beds with storage underneath and a wardrobe. En-suite bathrooms have a shower, toilet and wash basin.

Internet services are already installed at Milton Road. The wardens will be able to help the students access it within 24 hours of arrival.

The kitchen is furnished with a large table and chairs and work units with one cupboard per room. There is also a sink, cooker*, dishwasher and fridge. There is no freezer space available to the students.

*(Students are not able to use the cookers).

Abbey Colleges Resident Wardens will preside over the students and ensure that they keep their rooms tidy and clean. Breakfast is a 'self-service' meal of various cereals, fruit and drinks offered in the Kitchen. The evening meal has a set service time and it is prepared and cooked by a Chef that is then delivered to the boarding house.

Milton Road has its own laundry room on site, where the students are able to wash and dry their clothes.

Fresh bed linen will be supplied by the College every week. Students are expected to provide their own bath towels.

Each student will be expected to keep their own room and bathroom and the kitchen that they share tidy. The College Wardens will continually inspect the accommodation. The Accommodation Officer will also conduct termly checks. Any student who fails to meet the necessary standards will incur a fine.

A cleaner is employed part time at Milton Road. The communal areas (stairs, hallway and kitchens) are cleaned daily, Monday to Friday and the student's rooms are cleaned once a week.

Milton Road is only available to students who are enrolled for courses beginning in September of an academic year and is strictly for students who are under 16 years of age at the start of their course of study.

Catering

All students in the Halls of Residence are provided with a half board meal plan that consists of a self-service continental breakfast and an evening meal freshly prepared each day. The evening meal consists of a healthy three course menu. We are able to cater for a variety of diets including vegetarian, Halal, gluten and lacto free.

(Please note that on Christmas Eve, Christmas Day and Boxing Day no evening meal is provided).

Booking the Halls of Residence

Priority for booking accommodation is offered to Abbey College students as follows:

1. Child students – aged under 16 before September of an academic year, Milton Rd
2. General students – aged over 16 or 17 at start of course, Tripos Court
3. General students – aged 17 and over, Purbeck House

YEARLY FEES – PAYABLE IN ADVANCE:

Half Board at Tripos Court (bed, breakfast and dinner)

£10,950.00	single, en-suite	September 2011 – June 2012
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Half Board at Purbeck House (bed, breakfast and dinner)

£9500.00	twin, en-suite	September 2011 – June 2012
£7250.00	twin, en-suite	January 2012 – June 2012

Half / Full Board at Milton Road (bed, breakfast, lunch and dinner)

£9500.00	twin, en-suite	September 2011 – June 2012
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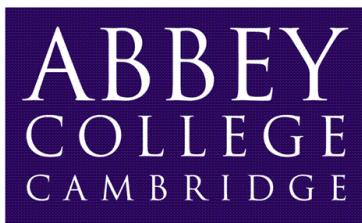
Rooms are only booked for students who have an unconditional offer to study at Abbey College and who have completed the accommodation booking form, signed the terms and conditions of enrolment in the Halls of Residence and paid the deposit of £500.00.

The Deposit:

£500 per student is payable in advance of the booking. This deposit will be refunded in full when the student leaves at the end of the year, provided s/he has done no damage to the property, has abided by the rules, and incurred no fines. Fines will be deducted from the deposit, and the residue will be refunded on the departure of the student.

Conditions:

Bookings are for the academic year or for two terms from January of the academic year. In the event of early departure the accommodation fee and deposit are not refundable. Full Terms and Conditions are listed on the separate Terms and Conditions of Enrolment form



APPLICATION FOR ACCOMMODATION 2011-2012

Please use **CAPITAL** letters when completing this form.

Please send the completed form to: **Abbey College Cambridge, 17 Station Road, Cambridge, CB1 2JB** or laura.mitchell@abbeycambridge.co.uk together with one of the airport arrival information forms if you have your visa and your flight is booked.

SECTION 1: Applicant details

Family name Other names

Date of birth Gender (M/F) Nationality

Email address

Telephone N^o Fax N^o

SECTION 2: Your accommodation options

Age as of 30th August:

Would you like Abbey College to arrange accommodation for you?	Yes	No	If No, please continue to section 5
What type of accommodation would you like?			
Abbey College Halls of Residence, Half Board – Single room, Tripos Court (students aged 16 & 17 yrs only)			
Abbey College Halls of Residence, Half Board – Twin room, Purbeck House (students aged 17 & over only)			
Abbey College Boarding House, Half Board – Twin room, Milton Road (students aged under 16 yrs only)			
Host Family, Half Board (students aged 16 yrs and over)			

SECTION 3: Your requirements

To be completed by all students who require host family accommodation only

How much would you like to spend on rent each week?

£125 - £135 £135 - £145 £145 - £155 £155 +

How far are you prepared to travel to and from school each day?

10-20 minutes by bus 20-30 minutes by bus 30-40 minutes by bus

How many other students would you be happy sharing with in a host family?

2 - 3 3 - 4 4 - 5 5 +

Would you consider sharing a room with another student? Yes | No

Some host families have pets (cats/dogs). Would you be happy living with someone who has pets? Yes | No

SECTION 4: Special requirements

To be completed by all students

Do you have any allergies? Yes | No

Please provide details:

Do you have any dietary requirements? Yes | No

Please provide details:

SECTION 5: Accommodation details

To be completed by all students who have not asked Abbey College to arrange their accommodation

What type of accommodation will you be living in?

With your Mother/Father With another family member In a flat or house on your own

On your own in a student halls With friends in a house share

Please provide the address of this accommodation:

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If you are living with your parents or a family member, please provide the following details:

Parent/Family members family name Parent/Family members other name

Their relationship to the student

Their e-mail address

Their telephone number

In addition to this information, we require a letter from your parents or family member to confirm that they will be living with you at the above address.

SECTION 6: Your arrival

All students must provide Abbey College with details of their arrival in the UK. Host family accommodation cannot be booked until the arrival information has been confirmed with the Accommodation Officer.

Please complete one of the Airport Arrival Information forms and return it to the Accommodation Officer as soon as your flight is booked.

SECTION 7: Declaration by parent or guardian

I have read and agree to the terms and conditions of accommodation (section 9a and 9b, page 3 and 4).

Signature of parent or guardian Date

SECTION 8: Declaration by student

I have read and agree to the terms and conditions of accommodation (section 9a and 9b, page 3 and 4).

Signature of student Date

SECTION 9a: *Terms and Conditions*

All students who are aged 16 to 18 years of age must live with a host family or in the Halls of Residence that is organised by Abbey College or with a parent or close relative. (A close relative is defined under the Children Act 1989 as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage)).

All accommodation is booked for the whole of the academic year; September to June or January to June. Students are not permitted to change their accommodation during that time unless permission from the college has been given. All accommodation is booked on a first-come, first serve basis. Rooms close to the College are normally booked very early.

Full booking to the college Halls of Residence is dependant on receipt of the signed and completed Accommodation Booking Form, signed separate Halls of Residence terms and conditions and payment of the GBP500.00 Halls of Residence deposit.

Full booking into a Host Family is dependant on receipt of the signed and completed Accommodation booking Form and Arrival information.

All booking information is confirmed only after the Airport Arrival Information has been provided.

Students who are booked with a host family are required to pay a deposit of four weeks rent on arrival. The deposit will be returned to the student up to two weeks after the student departs from the host family accommodation, provided the following rules have been observed: permission to leave the host family must be granted by the college, the host must be given four weeks notice in writing and no damage should be done to the property.

Students who turn 18 while at Abbey College will be permitted to live independently only after they have met the minimum requirements to leave Abbey College organised accommodation. Further terms and conditions to leave accommodation are shown on the separate Host Family-Student charter and separate Halls of Residence terms and conditions.

Students must meet the minimum requirement of 90% attendance before permission to leave a host family is given.

Students are not permitted to move from the halls of residence at time during the academic year.

All students are required to abide by the Host Family – Student Charter or the Halls of Residence terms and conditions depending on the type of accommodation that they live in.

Host families have the right to serve a student with four weeks notice of departure if a student is not following the host's rules.

Abbey College cannot guarantee that a student will be placed with a host family that meets any or all of the requirements in Section 3 as this depends on the availability of rooms with hosts at the time of booking.

SECTION 9b: *Terms and Conditions*

All students who are under 16 years of age must live at Milton Road or with a parent or close relative. (A close relative is defined under the Children Act 1989 as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage)).

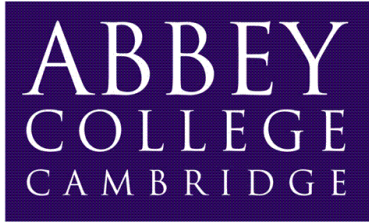
All accommodation is booked for the whole of the academic year; September to June or January to June. Students are not permitted to change their accommodation during that time unless permission from the college has been given. Exceptional circumstances requiring a student to move from their accommodation will be reviewed by the Principal on a case-by-case basis.

Students who turn 16 during the first academic year of their study at Abbey College will only be permitted to change accommodation at the start of the next academic year of study only after the Accommodation Officer has given permission and has arranged alternative accommodation that meets with the rules for accommodation of students aged 16 to 18 years of age as outline in section 9a.

All students must speak directly to the Accommodation Officer if they have any concerns.

Abbey College cannot guarantee that a student will be placed with a selected friend in a shared room in Milton Road.

All accommodation is booked on a first-come, first-served basis.



AIRPORT ARRIVAL INFORMATION FOR ARRIVAL

*Please use **CAPITAL** letters when completing this form.*

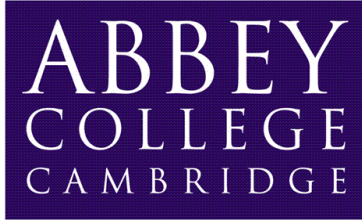
*Please send the completed form to: **Abbey College Cambridge, 17 Station Road, Cambridge, CB1 2JB**
or laura.mitchell@abbeycambridge.co.uk if you have your visa and your flight is booked.*

Please complete and return this form if you require Abbey College to arrange your airport transfer.
Please be sure to complete every field of this form.

Family Name
Given Names
Departure Airport
Flight Number
Arrival Date
Arrival Time
Arrival Airport
Airline
Arrival Terminal No
No of people transfer is for
Names of other people in transfer if more than one

Airport transfers are approximately £100.00 and will be charged to the fee payer's account in arrears, after our taxi company have charged the college. An additional administration fee of £15.00 per booking will also be charged to the fee payer's account by Abbey College. The charges will appear on your account a later date.

The taxi company we use is called Panther Taxis. Please make sure you look carefully for this taxi company when you arrive at the airport – they will have a sign with the students name on it.



AIRPORT ARRIVAL INFORMATION (NO TRANSFER REQUIRED)

*Please use **CAPITAL** letters when completing this form.*

*Please send the completed form to: **Abbey College Cambridge, 17 Station Road, Cambridge, CB1 2JB**
or laura.mitchell@abbeycambridge.co.uk if you have your visa and your flight is booked.*

Please complete and return this form if you do NOT require Abbey College to arrange your airport transfer.
Please be sure to complete every field of this form.

Family Name
Given Names
Departure Airport
Flight Number
Arrival Date
Arrival Time at Airport
Arrival Airport
Airline
Arrival Terminal No
Time and date of arrival at your accommodation in Cambridge

No transfer will be arranged for you. Please be sure to arrive at your accommodation at the time and date stated above.

If you are delayed please be sure to call the number that you will be given as a contact on your accommodation booking letter after you have submitted this form