



Dear Student,

Thank you for confirming your place at the Lancaster University International Study Centre (LUISC). If you have requested a place in student accommodation we will pass your details on to the University College and Residence Office.

The College and Residence Office will send you an email around 6-8 weeks before the start of your course. You will be asked to create a web account to manage your accommodation. Once you have done this you will be able to submit an application for accommodation highlighting your room preferences. You will later use this same account to accept your room offer and pay the deposit to secure the room.

Please follow the attached documents to help you when applying.

If you have any problems during the application process, that aren't covered in either of the guides attached, then please email cro@lancaster.ac.uk or phone the hotline number on +44 (0)1524 594910.

Once you have confirmed your room, please be aware that the legally binding contract that has been agreed is between Lancaster University and you, the student. All monies related to accommodation will be paid directly to the university.

Please follow the instructions on the offer email as soon as possible – it is important that you sign up for and confirm your room with no delay in order for you to have the most choice possible of the colleges and room types available.

If you do not receive an email from the College and Residence team within 6 weeks of the start of your course, please inform your Student Enrolment Advisor, who will confirm that the International Study Centre team has your correct contact information.

Thank you – and we look forward to seeing you at the LUISC.

Kind Regards,

Student Enrolment Advisors



Lancaster University ISC Online Accommodation Application Procedure Guidelines

Thank you for confirming your place at the Lancaster University International Study Centre. Your place on the course is secure, and we have reserved you a room on campus – all you need to do to secure the room is follow these simple steps.

APPLICATION:

An email will soon be sent to the email address of your Student Enrolment Advisor from the Lancaster University College and Residence Team – this email will allow you to create your own accommodation account, using an Identification Number which is specific to you.

Step 1 – Click on the link provided in the letter that is sent to you.

Step 2 – Create your account and check that all the information the university has for you is correct.

Step 3 – You will receive a confirmation email letting you know that your account has been registered, and telling you what to do next.

Step 4 – Log in to your account using the confirmation code provided.

Step 5 – Click ‘start application’ under the 2009 – 2010 application, and check the information is correct.

Step 6 – Click ‘campus accommodation’.

Step 7 – This is the stage where you can choose which room type you would like.

Please make sure you have familiarized yourselves with the options available and the room prices before completing this page, by visiting: www.lancs.ac.uk/accommodation/guidetothecolleges.pdf

This is where you have the opportunity to tell us which College you would like to belong to, and to choose the type of accommodation you would prefer. Please note that the webpage will only display the available rooms options based on your current choices. Changing your preferences may reveal further options. More information to help you make the right choice can be found on our ['What Accommodation'](#) page

Location:

Campus Accommodation Off Campus

College Membership:

First choice Second Choice

1st Choice	2nd Choice
<input checked="" type="radio"/> 40 weeks	<input type="radio"/> 36 weeks
<input type="radio"/> 43 weeks	<input type="radio"/> 40 weeks
	<input checked="" type="radio"/> 43 weeks

Room type:

Standard Studio Superior Ensuite Townhouse



You should select the '40 weeks' option unless you wish to live in 'Townhouse' accommodation whereby you should choose the '43 weeks' option.

If you are studying ELP then you will be able to arrange summer vacation accommodation later in the year. This would be a separate contract to your term time contract, and would be subject to the Lancaster University Vacation Residence availability and price structure.

Step 8 – You will then receive a confirmation page stating the options you have selected.

CONFIRMATION:

Step 9 – From mid June you will receive an email with your offer of accommodation. **You will not be able to apply again for accommodation; therefore you should only reject this offer if you wish to find yourself private accommodation.**



Step 10 – Log back into your account and 'view offer'. Please ensure you have read all the Terms and Conditions and checked all accommodation details carefully. Once you have checked the details you should click 'next' which takes you to the payment page.

Step 11 – Accept the Terms and Conditions and click on 'Pay Deposit' – which will lead you to a page where it is safe and secure to enter your card details.



If you do not own a credit card, or your credit card does not allow you to make international payments, you may pay your deposit via bank transfer. However, due to the costs that a bank transfer incurs, and the length of time it takes to administer, we would recommend a credit card payment if possible. If you have no alternative than to pay via bank transfer you must email the Residence Officer who is named on your offer letter – the Residence Officer will then explain the process to you, and direct you with how to carry out this process.

Step 12 – Your room is secure once you have paid your deposit and clicked ‘I accept’. Please be aware that by accepting the room offer, you are entering a legally binding contract with Lancaster University.

This Agreement is made online and does not require a signature to be binding. The Agreement commits the student to personally occupy and arrange payment for the accommodation shown in the Agreement Summary.

If you move out of this accommodation before the end of the final fixed period set out in the Agreement Summary you will be liable to continue to pay rent unless a suitable replacement is found.

Confirmation that you have read and accept the Terms and Conditions

By accepting this Agreement you agree to be bound by the [Terms and Conditions](#) and that this is a legally-binding agreement, subject to a 7-day cooling off period. You also confirm that you have read and understood the Terms and Conditions.

Deposit:

We have received your deposit of £190.00

Bedding Pack:

If you would like to order a bedding pack for your arrival – cost £25.00 including single duvet, pillow, covers for both and a bed sheet – please click below. You will be sent an invoice for your bedding pack after you arrive. Please note that we cannot provide suitable bedding packs for the following accommodation: Studios Double, Studios Single or Family Flats.

Please accept or decline the offer within **10 days** of its receipt. If you do not, demand for rooms is such that this room will be offered to another applicant.

I have read and understood the Terms & Conditions