

Guide to Completing an Accommodation Application

Dear Prospective Residents,

Many thanks for your interest in making an application for accommodation at Loughborough College.

To apply for accommodation you are required to complete an Accommodation Application Form and return it with a deposit of £325. The Application Form can be found on the [College website](#) where you also find information about the Halls of Residence.

Please complete the Application Form using **BLOCK CAPITALS IN BLACK PEN** and return it to

The Accommodation Service
Loughborough College
FREEPOST LE5457
Radmoor Road
Loughborough
LE11 0BR

Or

via scanned PDF document as an attachment to an email to accommodation@loughcoll.ac.uk

Please note that photographs of your completed application do not scan via our indexing system and cannot be accepted.

Physical signatures are required for your Guarantor in Section 5 (Page 2) and for yourself (and if you are under the age of 18,) that of your parent or guardian in Section 7 (Page 3) and again in Section 9 (Page 4) of the form.

To avoid any delay in processing, please ensure that all fields are completed in full before returning your application.

To process your application, you are required to send an Accommodation Deposit of £325 which includes a £50 non-refundable booking fee. Deposits are non-refundable to students who do not move in, except for those who have visa problems. The Accommodation Deposit includes an amount of £30 for the Halls Social Fund Contribution, which helps to run social events and includes an Arrivals/Fresher's pack, and £25 course fees for a Level 2 Basic Food Hygiene course, which will be mandatory to attend. The remaining balance of £220 is refundable at the end of the contracted period only, minus any outstanding account charges and damage repair charges or deductions for loss of keys.

Paying the Accommodation Deposit

The Accommodation Deposit is payable in a number of ways:

1. By Cheque: Made payable to Loughborough College and sent with your Accommodation Application Form to the Accommodation Service – Loughborough College, FREEPOST LE5457, Radmoor Road, Loughborough, Leicestershire, LE11 0BR.
2. By Bank Transfer: Please find the Loughborough College Banking Details in Section 5 (Page 2) of the Accommodation Application Form. These details will enable you to make a transfer of £325.00 payable on application. In the information for the payee, please write your student number or name & in the details, please write Accommodation Deposit. **It is advisable, if using this method, that you send a scanned copy of your transfer receipt when forwarding your Accommodation Application Forms** either by mail to the above address or by email to accommodation@loughborough.ac.uk
3. By calling the Finance Team at the main campus on 01509 618306. You will need to provide your name and student number and advice that you would like to pay your Accommodation Deposit of £325.00 by Debit/Credit Card over the phone.

Should you have any queries at any time concerning your application or about our accommodation and service, please do not hesitate to contact the Accommodation Service Team who will be happy to assist you with your application.

Email: accommodation@loughborough.ac.uk

Phone: 01509 515435

