



Please read the whole of this document, **complete all sections in red and return it to us** before you arrive.

Agreement / Conditions

- I am in London for a short stay studying English. I do not require permanent accommodation, therefore no tenancy is created.
- I will respect the other students in the house, and the neighbours, by not making loud noise or a mess.
- I will ensure that I keep my room and the shared areas clean and tidy, this is my responsibility.
- I understand the house carer will check my bedroom (and private bathroom, if applicable) with me at check-in and check-out. I will pay for any damages that I have caused upon check-out.
- I will not cause any damage to the property or its items. If I do, I will pay all necessary costs to restore the property back to its original state and/or pay to replace the exact item.
- I will report any damage(s) to the school immediately.
- I understand that the management keep keys and can enter any room if required to do so, without notice.
- Students might be required to move to another room in the same house with one day's notice.
- I am responsible for insuring my belongings. Bloomsbury International takes no responsibility for lost, stolen or damaged property.
- I will leave my **credit/debit card** details as a security deposit on my first day at school.
- If I break this agreement or do not follow the rules, I will pay the appropriate fee to cover any damage(s) caused and/or I will be required to leave the premises (in which case, no refund will be given).
- I understand that any repair or replacement work may take up to 10 working days.
- If I lose my key(s) outside of school hours (08:30 – 18:15 Monday to Friday) management cannot replace it/them or provide me with a spare key immediately. Nor can they come to let me in. Please inform the school at 08:30 the following day (Monday-Friday only).

I agree to the conditions above and the rules below (pages 3 and 4): _____(Signature) _____(Date)

BOOKING DETAILS for: [Student.txtForename] [Student.txtSurname]
Check-in date: Saturday/Sunday [Accommodation-Booking.dteFromDate/1] - **Check-out date:** Saturday/Sunday [Accommodation-Booking.dteToDate/1]
Accommodation Type: BI Residence Standard/Superior: Self Catering /Single/Shared Twin/Double/Double (single use)/En-suite

Student Residence Address: 105 Fairbridge Road, London, N19 3HF
 Nearest Underground Archway / Northern Line (black) / Travel Zone 2

Arrival Details (please return to us as soon as possible)	How will you travel to the Bloomsbury Residence?:
Date of arrival:	
Flight/Train Number:	Mobile Number (in case we need to contact you on your arrival):
Flight/Train Arrival Time:	
Arrival Airport:	Emergency Contact Number (in case we cannot contact you on your arrival):
Coming From:	

***CHECK-IN from 14:00**

- **Rooms are ready from 14:00.** If you need to arrive earlier, you may be able to wait / leave your luggage in the communal room but please **ask us first**.
- Please **be on time:** the house carer will be waiting for you according to the arrival details you give us. Please call the housecarer phone (0044 (0) 7525133801) when you are on your way to the house. If you wish to change the time, or if you are later than agreed, you will be charged a **£40.00 late check-in fee**. Arrivals on **weekdays** or **after 22:00** must be arranged in advance and are subject to a **£40.00 check-in fee**.
- **If, upon arrival, your room is in an unsatisfactory state, please report to the house carer immediately. Unfortunately, we will not be able to help you after this time.**



Transport – how do I get to the residence?

Please check the “How do I get to Bloomsbury Residences?” document for journey ideas.
Please also visit <https://www.tfl.gov.uk/> for more information, including useful bus routes and prices.

Journey – how do I get to Bloomsbury International School?

Bloomsbury International school is in Holborn (Underground station on the **Piccadilly line** and/or **Central line**)

-  10 minutes Archway to King’s Cross St Pancras (**Northern line**)
-  3 minutes King’s Cross St Pancras to Holborn (**Piccadilly line**)

Useful Information / Contacts

- **999 (or 112): Emergency number for Police, Ambulance, Fire.**
- **101: Police (Non-Emergency).**
- **111: Medical NHS service:** fast medical help (non-emergency).
- **Doctors:** please ask at the school reception or visit <http://www.nhs.uk/service-search>
- **Hospital / A&E:** Whittington Hospital. Address: Magdala Avenue, London N19 5NF
- For accommodation emergencies at the weekend, please contact: **0044 (0)7531 385 897.**

Any questions or concerns? Please contact the **Registrar Team** at any time, we are always happy to help.
Telephone: +44 (0)207 242 2234 (Monday to Friday 08:30 – 18:00).
Emergency telephone : +44 (0) 7762 425 376 (out of school hours).

Please follow the **RULES** to make your stay safe and enjoyable. Please respect other students in the house.



Kitchen & Fridge

Enough utensils, crockery and cutlery are provided for your use. Do not remove them from the kitchen. After using, please wash, dry and put everything away immediately. Do not put food down the sink.

Please also clean the kitchen surfaces and the floor.



Cleaning products, washing-up liquid and tea towels are provided.



Please only use your own space/shelf in the kitchen and fridge.

Please label ALL of your food with your **name, room number** and **check out date** (labels are provided).

WARNING: Anything that is not labelled will be thrown away / put in the bin.

Oven Please turn off after use. Please **do not** cook between **23:00 – 06:00**.

Rubbish Please put full bags in the bin outside the house. Please follow the rota in the kitchen.

Please do not leave your personal belongings in the kitchen.



Bathroom & Toilet

Please clean the bathroom and toilet after use to keep it clean, tidy and dry every day.

Please bring your own towel and toilet paper. Please **do not** shower between **23:00 – 06:00**.

Water is not allowed on the floor so please mop the floor after you shower to avoid water leaks, damage and accidents. Please do not leave your personal belongings in the bathroom. Please empty the bin.

Please do not spend too long in the bathroom, try to organise a timetable so everybody can use it.



Bedroom

If you are in a twin room, please respect your roommate. If nobody is sharing your twin room, please do not use the other bed or the space.



Laundry

Please **do not** use the washing machine between **21:00 – 08:30**.

Please use the machine carefully and follow the instructions (e.g. empty pockets of jewellery and tissues). It is your own responsibility to **wash your bed sheets** during your stay.

Please bring and use your own washing powder. Please **do not** wash the curtains.



Security & Safety

CCTV is in operation in the Student Residence, for your safety and security.

However, please help us by following these rules:



Doors please lock all doors (front, back, bedroom) when you leave the house / go to bed.

Windows please close all windows when you leave the house (bedroom and all shared areas)

Keys please inform us **immediately** if you lose your key/s.

If keys need to be replaced, you may be charged £100.00 for replacements.



Insurance Bloomsbury International strongly recommends that every student takes out a comprehensive insurance plan which covers reimbursement of school fees as well as medical costs. For more information please visit <https://www.guard.me/> or ask in reception for more details.



No Smoking

This is strictly a **NO SMOKING** house.

You may smoke in the garden but **NOT inside** and **NOT out of your bedroom window**. Please put cigarette ends in the ashtray in the garden. If you are caught smoking inside the house you are liable to pay up to £1,200.00 in damages.

Extras

Overnight guests If your guest wishes to stay the night there is a £35.00 guest fee to be paid prior to their arrival. Those found with unauthorised guests will be fined up to £340.00.

Other guests So as to maintain a safe environment for you, our residences are exclusively for Bloomsbury students, with the exception of authorised overnight guests. We do not allow any other visitors to the residence. This means that you must make arrangements to meet your family, friends and fellow students at a location that is not a Bloomsbury Residence. As is written in your agreement, any student found with an unauthorised guest at Bloomsbury Residence will be fined up to £340.00.

Parties are not allowed.

Taps & Lights please help save water and energy and **turn off** the **taps & lights** when you are not using them.

Letters please do not use the residence address for any official contract (e.g. bank account, phone contract).

If you are staying with us for 3 months+, please ask for advice at the school's reception.

Pets are not allowed.



Walls please do not put anything on the walls. If you put up posters/pictures, you will be charged for the redecoration of the room.



Internet and TV

TV Please enjoy the television in your bedroom, but think of others and keep the volume down, especially between **23:00 – 07:00**.



Wifi We cannot guarantee that this service will always be in operation, and cannot provide technical support. Please use anti-virus protection and use this service at your own risk.

You are not allowed to download films or television programmes – this will affect the Wifi and is not fair on other students. If you are caught downloading films or television programmes you will be fined up to £340.00.

Wireless Network: **BloomsburyInternational** **Password:** **BloomsHome3**

If the Wifi is not working, please use the School's wifi or internet room. At the weekends, there are several local internet cafés where you can pay for the service.

Below are three, but please search for more at <http://www.yell.com/>

Just @: 5 St John's Way, Highgate, LONDON N19 3QS / Tel: 020 7281 7111

Archway Communications: 83 Junction Road, Archway, LONDON N19 5QU / Tel: 020 7561 9411

Internet Café: 647 Holloway Road, London N19 5SE / Tel: 020 7263 0607

Check out is 11:00am on SATURDAY

Unless you have paid for an extra night. If you are not sure, please check your accommodation confirmation document or ask at the School reception.

- You will get a knock on your door at 10:00am.

If you do not vacate your room by **11:00**, you will be charged a **£40.00 late check-out fee**.

- **Before you check out**, please- place your keys in the box by the front door. If not, we will deduct **£100.00** from your card.- tidy and clean your bedroom, the kitchen, fridge and bathroom, put in the bin anything that you do not want.
 - remove the bed linen from your bed and put it on the floor next to the bed.