

Completing your AHP placement accommodation application form

Accommodation Services

AHP Placement Accommodation

We allocate accommodation based on the information on your application form. It is essential that you complete this online form as accurately as possible. We will try and take into account any preferences you state but this is not guaranteed.

You must submit your application no later than 10 days before your placement start date. However we recommend you complete the application as soon as possible to enable us to seek accommodation which is suitable for your requirements.

Please quote your Student I.D number in any correspondence with accommodation services.

Personal Information

- It is your responsibility to complete the application fully.
- Please check your placement dates and the number of night you require accommodation for.
- Please give details of any medical conditions (however minor) or any other factors that you feel we need to be aware of when we book accommodation. All information you provide will be treated confidentially by the University. Please note the Landlord or agent will be given your Contact number and email address.
- Before submitting the form, please ensure that you have read and understood the terms and conditions. If you no longer need the accommodation you must ensure that you tell us immediately to reduce the risk of being charged a penalty or cancellation fee.

The Process

In some areas accommodation availability, facilities and options are limited; we contact you in regard to this before confirming booking details.

Accommodation Services will make every effort to place student in a location convenient to their placement. However the final decision as to which accommodation is offered is made by the University at its absolute discretion. You may be required to use public transport to reach your placement.

Please ensure that you check both your personal email and your UWE email address for any communication, including booking confirmation, arrival and key collection information.

At the end of your placement you will be sent a UWE invoice to your term time address, it will also appear on you MyUWE account.

If you are claiming back these expenses from the NHS then you will need to submit this UWE invoice when making your claim.

If you have any queries please contact us at 0117 3283601 or accommodation@uwe.ac.uk

Terms & Conditions

1. The University will arrange and make an offer of accommodation where the placement is in excess of 25 miles radius from the Glenside Campus.
2. Accommodation will normally commence on a Sunday and end on a Saturday.
3. The residential accommodation used for placements will be either:
 - a. Trust accommodation, usually owned by an NHS Trust. Accommodation will normally be self-catering with use of cooking and other shared facilities.
 - b. 'Other' accommodation. On occasion either University or College owned / managed accommodation may be provided, with similar facilities to Trust accommodation.
 - c. Bed and Breakfast style accommodation. Breakfast will usually be included along with use of guest facilities. **Cooking facilities will not normally be available. The University will not fund additional meals.**
 - d. A private house or Lodging style of accommodation with a resident Landlord*. Residents will usually have a single bedroom** and use of cooking and other shared facilities.
4. Only **one** offer of accommodation will be made.
5. **Please ensure that any special requirements are clearly indicated on your application form**, accompanied by any necessary supporting documentation. Please continue on a separate sheet of paper as required.
6. It is the student's responsibility to inform Accommodation Services immediately should you decide that you no longer require accommodation after an offer of accommodation has been made, if you fail to do so, you may be held liable for the cost of a three week penalty fee. **It is the student's responsibility to check Accommodation has been booked** if you have not received confirmation details.
7. The University will only be responsible for the rental costs of the accommodation provided. Additional costs such as telephone, internet, extra cleaning or laundry bills **will not** be paid by the University and are the sole responsibility of the student. Use of such facilities should be negotiated with the Landlord direct.
8. No pets can be taken into any placement accommodation.
9. Students are reminded that whilst on placement, they are Guests within the accommodation provided and are acting as ambassadors for the University. It is your responsibility to behave in a responsible and professional manner at all times.
10. Accommodation is single occupancy, guests will have to arrange and pay for their own accommodation.

** The term Landlord is intended to indicate either a man or a woman and is used entirely on the grounds of brevity*

*** In exceptional instances students may be asked to share rooms. In these cases students will be contacted beforehand to ensure such arrangements are acceptable.*

Disclaimer

The information contained in these notes is given without any responsibility on the part of the University. Whilst the University has taken the utmost care to ensure that the information given is correct at the time of going to print, accuracy cannot be guaranteed. The University reserves the right to make changes from time to time.

Regarding the accommodation that may be offered, the University cannot guarantee that the standards offered will be consistent due to the differing types and widespread locations of the accommodation. The University may make an offer of accommodation at its absolute discretion and whilst endeavouring to ensure that this offer is suitable, cannot be responsible for problems that may occur at the accommodation once the offer has been accepted. The nature of the offer does not involve a Property Management Service, License to Occupy or any other legally binding agreement.