



Queen Margaret University

EDINBURGH
Student Accommodation Office, Queen Margaret University, Edinburgh
Musselburgh, EH21 6UD
Tel: 0131 474 0000, accommodation@gmu.ac.uk

For Office Use Only

Uncon Date _____

Lease Due _____

Room No _____

APPLICATION FOR STUDENT ACCOMMODATION 2010/2011

PLEASE READ THE FOLLOWING BULLET POINTS PRIOR TO COMPLETING THIS FORM OR CONTACTING US.

- Please complete this form clearly in **BLOCK CAPITALS** and return it to the address printed above.
- You should complete this form if your University place is **CONDITIONAL** or **UNCONDITIONAL**.
- Before completing the form please read the **2010/2011 Accommodation Information Sheet**.
- We **DO NOT** have accommodation for student's families who intend to accompany students on arrival.
- **Should you not have your QMU Reference/Student Number, please leave that line BLANK.**

Student Information

QMU Reference/Student Number _____ (This number **WILL START WITH** 1000, 0900, 0800, 0700, 0600)

Title (Mr/Mrs/Miss/Ms) _____ Sex Male Female

First Name(s) _____ Last Name(s) _____

Correspondence Address _____ Nationality _____

Postcode _____ Tel No (Inc Area Code) _____

Email address _____ Mobile No _____

Date of Birth _____ Age _____

Course Details

Course Type: Undergraduate Postgraduate Short Course

Course Title _____

I will be entering: 1st Year 2nd Year 3rd Year 4th Year

Lease Period

Lease periods run from the 3rd Sep 2010 until 10th Jun 2011 (40 week) or 3rd Sep 2010 to 19th Aug 2011 (50 week)

Undergraduate 40 Week Lease 50 Week Lease

Postgraduate 40 Week Lease 50 Week Lease

Undergraduate/Postgraduate 1 Semester Lease (Please note that this is only for students on a 1 Semester Course)

Short Course Please specify exact dates you wish to stay for: From _____ To _____

Accommodation Information

The following information is required to assist us in allocating you a room in halls. Unfortunately we cannot guarantee you that we will meet your requirements. If we cannot meet these, we will offer you the next best available accommodation.

What type of room will you require: Standard Premium No Preference

Would you prefer to share with people of: Same Gender Mixed Gender No Preference

Want to be allocated according to: Age Course Nationality Quiet Flat (Tick 1 or more if appropriate)

Want to share with named friends? Students' Names: _____

Further details to help us with your allocation: _____

Special Requirements

Special Requirements – In order that we can meet our requirements under the DDA and provide appropriate duty of care please advise us if you suffer from any illness or disability. Please state any special health, or other factors which we should be aware of. This information will be distributed on a 'need to know basis' to the appropriate personnel. If you wish to discuss this in advance with the Disability Adviser please contact Jo Jebb on 0131 474 0000. For your own well-being this office needs to know of any potentially dangerous conditions e.g. epilepsy, diabetes, etc. Please detail these below:

Emergency Contact Details

| | | | |
|------------------------|-------|---------------|-------|
| Name of Next of Kin | _____ | Email address | _____ |
| Correspondence Address | _____ | Nationality | _____ |
| | _____ | Tel No | _____ |
| Postcode | _____ | Mobile No | _____ |

Declaration

I have read the 2010/2011 Accommodation Information and I declare that, to the best of my knowledge, the information provided on this application form is true and accurate.

Signature _____ Date _____

Receipt of application is not automatically sent. Should you wish acknowledgment, please enclose a stamped addressed envelope.

Please retain a copy of the application form for your own records.

Frequently Asked Questions

Q: Do I need to tell you if I no longer wish to apply for a place in halls?

A: Yes. If you have sent us an application form and decide you no longer want to apply, please contact us at your earliest convenience.

Q: Who is eligible to apply for accommodation at QMU?

A: ALL students are eligible to apply for accommodation at QMU. This includes applicants from other Edinburgh colleges or universities.

Q: When will I hear back about my application to halls?

A: Conditional students will hear back once their status has become Unconditional (Your application form will be kept in date received order until then) Unconditional students should hear back within 1-2 weeks depending on the time of applying.

Q: What is my Student/Reference number and where can I find it?

A: Your student number will begin with 0600 / 0700 / 0800 / 0900 / 1000 followed by another 4 digits. Should you not have this number yet, please leave it blank on the form and we will complete this from our side.

Q: Do I need to vacate the halls of residence during certain periods of the contract? Example: Weekends, Christmas etc

A: No. This is your home and the contract will run straight through with no breaks in between. You are free to stay throughout the contract period.

Q: Will my flat be cleaned?

A: You are responsible for keeping your own room and flat hallway/kitchen clean. It is our responsibility to keep clean the other communal areas like the stairwells, laundry and lifts.

Q: Can I smoke in halls?

A: No. All QMU accommodation is non-smoking.

Q: Do you provide bedding?

A: No, we don't. We know you will be more comfortable with your own sheets, pillows and duvets etc. There are shops in close proximity to the campus where bedding can be purchased if you are unable to bring your own.