

How to apply

In order to be considered in the first tranche of accommodation offers, we must receive your completed application by 17 April 2023. To apply you need an offer of a place to study at the University, but it does not matter if the offer is conditional or unconditional. For completed applications received by 17 April 2023, priority will be given to students against the stated criteria in the first instance and thereafter in the order in which they are received. We will endeavour to respond to all applications received prior to 17 April 2023 by 28 April 2023.

We strongly recommend that you apply as early as possible. Any application received after 17 April 2023 will be considered in the order that the application is received.

For all applicants, please note that we do not guarantee accommodation. We operate a waiting list for those that are unsuccessful in securing a space, should a room subsequently become available. The priority criteria will also apply to the waiting list.

Please get in touch if you require assistance to complete your application.

University Accommodation

University accommodation is predominantly occupied by young first year students. They may prefer to enjoy a full social life without appreciating the effect this has on their studies. If you expect peace and quiet, total independence and freedom from discipline, University accommodation may not be the best place for you to stay. And if you have any special requirements please bring them to our attention by sending a letter with your application. Where possible, we will do all we can to meet your needs.

After the start of session rooms are offered subject to availability. Students attending Glasgow Caledonian University as part of a course at another institution should apply for accommodation as soon as possible, especially if the dates do not coincide with the norm. Students studying in Semester A (September - January) or B (January - June) must indicate this clearly at the time of application. Semester B students will be informed in November if an offer of accommodation is to be made, as this will depend on matching with someone from Semester A. Once the session is underway, accommodation is subject to availability and you should be prepared to make your own arrangements if necessary, at least until there is a vacancy. Advance bookings for short

term lets are not generally possible during the term.

To avoid any misunderstanding and last minute panic you should not assume that you have a room until you receive confirmation in writing from the accommodation office -

i.e. an offer from any other department or institution is not a guarantee of a room. Only Accommodation Office staff allocate rooms to students.

You must carefully consider the consequences of changing your mind after moving in, as **you will be liable for all rent due for the remainder of the session**. If you terminate your contract early, and the vacancy is re-allocated, you will be charged rent to the date that someone else moves in and an additional £100. Please notify us immediately of any intended/unforeseen changes in your tenancy, as contracts are **not variable**. Rent - weekly equivalent

September 2023 to June 2024 - 41 week contract:

Self catering:-

£114.00 Standard per week

£135.00 Ensuite per week

You cannot move in until you have received an offer of accommodation confirmed acceptance of your course paid the advance instalment.

About The Contract

The Accommodation Contract is for the standard academic session/semester, irrespective of late arrival or early departure, and includes placements and “time-out” as defined by the University, which means you are liable for rent even if you don’t occupy your room. Contracts into summer time are agreed at the end of term, at additional cost.

If you are offered accommodation, please read carefully the University Conditions of Occupancy so that you fully understand your agreement and obligations. Then you must return the signed acceptance form and make advance payment of £650. If you decide to cancel after making payment, you must write to us as soon as possible so that your room can be re-allocated. If this is received at least 10 days prior to the commencement of the contract date, you will be refunded, less an administration charge of £50. If you don’t occupy your room after this time, and don’t let us know, rent is deducted from the advance for up to three weeks, plus a late cancellation fee of £100 and the offer of accommodation is withdrawn.

Private Sector Accommodation

Accommodation is also available in the private sector, but students must make their own arrangements.

You can contact the Accommodation Support team for advice or guidance on the accommodation-finding process both within and out with the city centre.

accommodation.support@gcu.ac.uk

Information Sheet

Caledonian Court was built in 1995 and extended in 2000, providing students with a convenient place to live on campus, in the city centre, where the accommodation is in landscaped grounds, close to all amenities, maps.google.co.uk and click on postcode G4 0JF to see where we are or www.gcu.ac.uk/theuniversity/howtofindus/

The self-catering accommodation, consists of 100 flats with 6/8 bedrooms (standard and en-suite) for 660 students. Each flat has a kitchen, showers and toilets, and access to a communal laundry (pay as you go). An sample inventory is on page four.

Some rooms are equipped for students with special needs/disabilities.

Students are responsible for laundering bed linen and maintaining housekeeping standards. Flats are inspected daily and cleaning charges will be made if standards are not met. Rent includes electricity and heating.

PARKING Parking on campus is strictly limited and subject to review. Resident students are advised NOT to bring cars, unless you are an essential car user such as registered disabled, though there is metered street parking / multi storey parking nearby. The residences are just across the road from the campus.

INTERNET Wired /wireless internet facilities are available. Details will be provided on arrival. It is important that all software is licensed and not pirate copies. University security measures must be adhered to at all times.

SAFETY There is a CCTV system, perimeter lighting and 24/7 security staff. Public telephones are available in each block. Residents must keep the premises clean, tidy and free from obstruction. Dispose of rubbish in the designated bin-stores.

Regular inspections are carried out to ensure compliance with the Conditions of **Occupancy**. All rooms are protected by a sensitive fire alarm system, which activates when there is excess heat or smoke. Even false alarms are treated as genuine, and evacuation is compulsory. There is a fine of up to £100 for negligent or malicious behaviour. It is the responsibility of residents to accurately follow recommended emergency procedures and routine fire drills. Visitors are permitted in residents' rooms at reasonable times, up to midnight. Noise must be kept to a minimum, especially during the night (between 10.00p.m. and 10.00a.m.) and at exam times. Overnight guests must be booked in advance. Students are responsible for the behaviour of guests and any costs incurred. Please refer to your contract for guidance. We are here to help you settle into your new surroundings and get the most out of the experience of living away from home. It can be a stressful time in the first few weeks and if you are finding it difficult, come and talk to us.

RESIDENTIAL ASSISTANTS During your stay at Caledonian Court there will be Residential Assistants on duty throughout the evenings who will be able to help with any problems/concerns you may have or if you would just like to talk to someone.

KEYS When you arrive, report to the Security/Reception Office at Caledonian Court, at the above address, to register and collect keys, on the due date, providing you have paid your advance of £650 and returned your acceptance form in order to comply with University Conditions of **Occupancy**. Otherwise the Accommodation Office operates an "open door policy" from Monday to Friday between 10.00-12.00 and 2.00-4.00, other times by appointment only. The security office is open 24/7, so that out of hours arrivals can be made when the Accommodation Office is closed.

DAMAGES Charges for excess or malicious damages are issued **when they occur**, and are due for immediate payment. Registration for a following year of study is not permissible where a debt remains due to the University. Disciplinary action may also be taken.

PROCEDURE FOR PAYMENT Rent is due in advance instalments, using the University's online payment system, for which you must have your own bank account in UK. International students are advised to get a reference from their bank at home, so that an account can be opened more easily in Glasgow. A reference from the University will also be required. The advance of £650 is deducted from total rent due and the balance is divided into 8 equal instalments commencing in October. Enquiries regarding other aspects of your account should be made at the Accommodation Office. Arrears are NOT PERMITTED.

CONTRACT Your agreement to abide by the Conditions of **Occupancy** with Glasgow Caledonian University is for the full duration of the contract period. PLEASE READ YOUR OCCUPANCY AGREEMENT CAREFULLY IN ORDER TO UNDERSTAND YOUR CONTRACTUAL OBLIGATIONS.

IT IS IMPERATIVE THAT THE
ACCOMMODATION OFFICE AT
CALEDONIAN COURT IS INFORMED
IMMEDIATELY OF ANY CHANGES
CONCERNING YOUR TENANCY OR
STUDENT STATUS.

You must tell the Accommodation Office in writing as soon as possible. Please understand that if you decide to move out for any other reason you are liable for rent, until vacancy is filled plus £100 (unless the rent is paid in full) even if you move out or have already agreed another contract elsewhere.

TRANSPORT Caledonian Court is in the city centre, in easy walking distance of all major routes through the city. (Buchanan Bus Station, Underground, trains at Central Station and Queen Street Station) Glasgow International Airport is only 20 minutes by car/taxi or bus (to Buchanan Bus Station). A weekly bus pass costs about £18. Traffic noise is unavoidable in the hustle and bustle of the city centre.

COMPLAINTS Repairs and faults must be reported as soon as possible. Complaints about fellow residents should be dealt with in person in the first instance, thereafter to the Accommodation Office in writing, and we will do what we can to help. This may involve a change of rooms. Complaints or comments about accommodation services in general, should be addressed to the Accommodation Officer in writing.

INSURANCE & MEDICAL You should insure your own belongings. Your parents may extend a "Home Contents" policy while you are away from home. Otherwise special policies are available for students. The University is not responsible for any loss or damage. Students must register with a local doctor while they are resident in Glasgow, for which you should bring your NHS medical cards. Please let us know if you have any medical condition. For general NHS information please phone free on 111.

SMOKING POLICY Scotland implemented a policy of "no smoking" in all public areas in 2005. The University is a no smoking campus, including the residences. If you are a smoker and there are any complaints, you will be required to stop smoking on the premises.

SAMPLE INVENTORY 2023-2024

KITCHEN

2 x fridge/freezer	2 x cooker	Fire blanket	Fire extinguisher(s)
Flip-top bin	Microwave Oven	Kettle (cordless)	Plastic basin
Plastic dish rack	Kitchen Table	6-8 Kitchen Chairs	Storage Heater/Radiator

BEDROOM

Waste bin	Adjustable study chair	Study desk	Shelf / Bookcase
Single bed	Mattress cover	Curtains	Pedestal drawer unit
Pin-board	lamp	Sink & towel hook	Vanity mirror
Vanity light	Headboard(attached to wall)	Storage heater/Radiator	Wardrobe

*Bedding & Kitchen packs will be available to purchase at cost price on arrival

GENERAL

Ironing board and cover	Iron	Wall Mirror	Vacuum Cleaner
12" soft head brush	Cotton mop	Mop bucket	Foam Fire Extinguisher
Brush and shovel	2 x storage heaters/radiators		
Washing machine *	Tumble Drier *	There is a App operated laundry facility at Caledonian Court.	

TOILET/SHOWER

Toilet roll holder	Towel hook	Toilet brush (per toilet)
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Frequently Asked Questions

We will do all we can to contribute to the success of your GCU experience. Here is a list of the 10 most frequently asked questions about accommodation.

1. Q: What type of accommodation is available, where is it, how much is the rent and what is included?

A: Mostly single rooms (50% en-suite) at Caledonian Court (just across from the University) in self contained flats of up to 8 rooms with a shared kitchen at **£114.00 - £135.00 per week approx. (41 week contract)** including power, heat, lighting and wired/ wireless internet access.

2. Q: When will I know if I have a room in residence?

A: Once you apply for accommodation (this is a separate application from the one for your course at the University) you will not hear anything until allocations are made from January to September. If you hear nothing by end of June please email the Accommodation Office. We do not offer on a first come first served basis, offers will be made to students using our priority criteria i.e. youngest and furthest away applicants will receive an offer first.

3. Q: If I change my mind and want to move out, what happens?

A: Your contract is legally binding for the session of 41 weeks (unless by written agreement from the Accommodation Manager) so make sure you read the small print in the Conditions of Occupancy and understand your obligations. If you prefer to live somewhere else once you've moved in, and you are still a student, you are responsible for rent at Caledonian Court

until the vacancy is filled and your room is re-allocated, which may not happen. Don't risk paying two rents by signing a contract for another flat. If you are in financial difficulty, talk to us - we may be able to offer you a cheaper room, or speak with one of the University funding advisers. It is also possible to find employment, depending on your course commitments and availability to work.

4. Q: What about internet access and telephones?

A: A wired/wireless internet system is installed and University procedures must be strictly followed. Students need their own computer and the University IT department will arrange to make it compatible when you register with them after matriculation. There is currently (2022-23) no additional charge for internet services. All software must be properly licensed and University security procedures must be followed. There is a payphone in each building, however most students rely on their mobiles.

5. Q: Can I bring my TV and do I need a licence?

A: Your TV must be in good condition and comply with regulations - electrical equipment may be tested for suitability and a small fee may be charged. Students are advised it is their responsibility to buy a licence.

6. Q: What do I need to bring with me?

A: Towels and bedding are not provided. The flats are equipped with basic utensils (see inventory above). As you will be living in the city centre, there are plenty of supermarkets and shops for anything you might need while you're settling into life at GCU.

7. Q: Are my belongings insured while I'm living at Caledonian Court?

A: It is up to you to insure your own property. The University will not be liable unless there has been proven negligence. Usually your parents "home insurance policy" can be extended to cover a student's belongings while living away from home as a student. Please check this out.

8. Q: Can I park at Caledonian Court or on campus?

A: Unless you are an essential car user, such as registered disabled, students are advised NOT to bring cars as parking is strictly limited and not guaranteed. There is currently no fee (2022/23). Students are not permitted to park on the main campus.

9. Q: Where can I get economical meals?

A: Most students prefer to do their own cooking to save money. The University refectory on campus is open Monday to Friday and a whole variety of restaurants and cafes – fast food or five star cuisine, is within a few minutes walk.

10. Q: Is there a member of staff available at all times?

A: Security staff are on duty 24/7 and they are here to help you settle in and assist with any problems when the office is closed. The security office is where students collect post and leave any messages or notices for other students. The accommodation office is in the middle of Caledonian Court. There is an "open door" policy between 10-12 and 2-4, Monday to Friday, with appointments at other times by arrangement. Welfare support is provided on campus by the Campus Life Team.



Accommodation Office

Caledonian Court, Dobbies Loan,
Cowcaddens, Glasgow, G4 0JF
Email: accommodation@gcu.ac.uk
www.gcu.ac.uk

Tel: 0141 331 3980