



Date received (office use only)
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# Accommodation Application Form

Please return this form to:  
**Holborn College**  
 Accommodation Office  
 Academic and Student Services  
 Woolwich Road  
 Charlton  
 London, SE7 8LN

Tel: +44 (0) 20 8317 6151  
 Fax: +44 (0) 20 8317 6001  
 accommodation@holborncollege.ac.uk

Please refer to the information on the second page when completing this form.  
 Use **BLOCK CAPITALS** and tick the relevant boxes

## 1. Personal details

Student reference number: ----- Date of birth: 

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Title: Mr./Mrs./Ms./Miss: ----- Main contact details (including area code)

Surname/family name: ----- Tel: -----

First/given name(s): ----- Mobile: -----

Nationality: ----- e-mail: -----

## 2. Accommodation requirements

- Breakfast and evening meal (Full board: £125.00 per week)
- Breakfast only (Half board £95.00 per week)
- Self-catering (£85.00 per week)

Length of stay (ie approximately how long you require the accommodation) -----

From which date do you wish to reserve the room? -----

## 3. Airport Collection

Airline: ----- Flight Number: -----

Date of arrival: ----- Time of arrival: -----

Departing from: ----- Country: -----

Arriving at (Airport): ----- Terminal: -----

Do you require taxi from the airport? Yes ----- No -----

The cost of a Taxi to collect you from the airport and transport you to your accommodation can vary depending on which airport and which Terminal you arrive at.  
 Please ensure you have at least £ 120.00 in cash with you to pay the driver upon your arrival at yours place of accommodation.

# **Important information**

## **Accommodation**

For more information about booking or airport collection, please contact the accommodation Officer.

Tel: +44 (0) 20 8317 6151

Fax: +44 (0) 20 8317 6001

Email: [accommodation@holborncollege.ac.uk](mailto:accommodation@holborncollege.ac.uk)

## **There are three accommodation options**

### **1. Host Families**

This is when you live with a family in their home. You will have a single room, and can choose from breakfast and evening meals (full board), breakfast only (part board), or self-catering options. There are a limited number of twin rooms if you would prefer to share a room with a friend.

Host families can be booked for a minimum of four weeks, although some students stay for several years. They are a useful option if you need temporary accommodation while looking for private rented accommodation. Host families are regularly inspected and police checked.

**Cost:** Full board £125.00 per week, part board ££95.00 per week, self-catering £85.00 per week.

### **2. Student hostels**

Hostels provide the opportunity to meet other students. McMillan is the closest hostel to the College (3 miles away); there are lots of others hostels in central London.

**Approximate cost:** £100.00 - £170.00 per week, depending on the hostel location

To apply for student hostel, contact the Accommodation Officer for a Hostel Guide, which explains the application procedure.

### **3. Private rented accommodation**

This is when you rent a room in a house or flat share, or an entire house or flat, from a landlord.

**Approximate cost:** Price vary enormously, depending on the property and area, but you should expect to pay approximately £70.00 - £100.00 per week plus bills. You will normally have to pay for one month in advance, plus a deposit of one month's rent. Private rent accommodation cannot be booked from abroad, so you would need to make temporary arrangements while you look for a suitable flat.

The Accommodation Officer will be happy to provide information and advice about how to find this type of accommodation, but you would need to actually do it yourself.

#### **Please Note:**

- A minimum of one week's notice is required to guarantee your booking.
- Unfortunately, it may not always be possible to book your exact requirements. In these circumstances the Accommodation Officer will contact you to discuss alternatives.
- You must complete all of the details on the Accommodation Application form.
- We will email your UK address to you prior to your arrival.
- You will be expected to live with your Host family for a minimum of four (4) weeks.
- If you find new accommodation prior to the end of your first four (4) weeks, you will still be required to pay for the full four (4) weeks.
- By completing the Accommodation Application form, you are accepting this provision.

## **Airport collection**

We know a long flight can be tiring so we can arrange for you to be met at the airport by a college-approved taxi company.

The cost of this collection depends on how long the taxi driver is waiting for you (which depends on how long it takes to clear immigration and customs). It is usually approximately £120.00. However, to reduce the cost we can arrange for the driver to arrive one to two hours after your flight is due.

Please contact the Accommodation Officer if you would like to take up this option.

It usually costs approximately £80.00 - £90.00 to take a taxi from outside the airport.

## **Declaration**

### **Data protection waiver**

Processing your application will involve sharing your personal details with the Host families and/or Student Hostel.

If you wish to grant the Accommodation Officer to carry out this procedure please tick the box at the end of this declaration. The information provided on the application form will be used in accordance with the Holborn College's policy on personal data

Signature-----

Please return your completed and signed application form to the Academic and Student Services (Accommodation office).