

## Student Residence Contract

*As a student of The Liverpool School of English, I accept the offer of residence accommodation and I agree to abide by both the school and residence rules. I understand that these rules are put in place to ensure an enjoyable stay and for my personal safety. I understand that I may be asked to leave the residence (without notice) if I repeatedly break the rules of the residence. There will be no refund of the residence fees.*

### General:

- All of our residences are completely non-smoking, this means students are not allowed to smoke anywhere inside the residence including communal areas, bedrooms, outdoor courtyards and balconies.
- Students should not tamper with smoke detectors, this is a serious risk to you and other students. Under no circumstances should student lock open doors in residence, this is a serious security risk and fire hazard.
- There should be no parties or excessive noise after 11pm in any of our residences. Any students found to be continually breaking this rule will be asked to leave the residence.
- Students must pay for any loss or damage that they cause to the residence property. If damage has occurred in communal areas and no one accepts responsibility, the cost will be split amongst all tenants. Please show respect to other students in your flat by keeping things clean and tidy.

### When you arrive at your residence:

- Students should check their rooms for any previous damage, marks, stains or missing items and report any issues to the residence immediately. If damage is found after the student's arrival, the student would be responsible for these damages and will be charged accordingly.

### During your stay:

- Students should report all maintenance problems (keys, light bulbs, bedding/towels, internet connection problems, etc.) to your residence directly. If students have any serious problems please contact the Residence Accommodation Officer in the school as soon as possible.
- Chip pans/Deep Fat fryers/Mokas are not allowed to be used in the residence kitchens.
- Students are allowed 2 guests in the residence, these guests must leave by 11pm. All enquiries regarding occasional overnight visitors should be discussed with the residence directly.
- Students must not swap rooms with other students. If a student wishes to change their room in residence the Accommodation Residence Officer should be asked for availability.
- Students must strictly follow the kitchen rules hanged on the notice board in the flat.

### Departure:

- During the last week in residence an LSE staff member and/or Residence representative will conduct a 'pre-departure check' in the rooms to check for damages. Students do not need to be present, however if students would like to do so, they must contact our Facilities Manager at school who will be able to inform you about the check time.
- Check out time for residence is by 10am, upon departure students should return their keys (fob, card) to reception.
- The bedroom should be left tidy and all rubbish should be removed.



**Please also be aware that:**

- If a student decides to shorten or cancel their stay please speak to the Residence Accommodation Officer at school. Cancellation more than 14 days before the start of the accommodation - Full refund. Cancellation less than 14 days before the start of the accommodation - 1 week of accommodation is payable to the school.
- If students wish to extend their stay in residence, you must notify the Residence Accommodation Officer at least 7 working days before your end date. Please note that extensions are subject to availability and room allocation cannot guaranteed after your end date. Please note that Thursdays at 12.30pm is the final time to make a payment for your extension.

✓ I understand and agree to the contract outlined above:

PERSONAL DETAILS	
Today's Date (DD/MM/YY)	
Student Signature	
Full Name and Surname(s)	
Mobile number (UK and/or abroad)	
Email address	

EMERGENCY CONTACT DETAILS	
Name	
Relationship with the student (mother, father, friend, etc.)	
Telephone number	

✓ Contact at The Liverpool School of English:

*Please speak with the Accommodation Team in the International Admissions Office at school*

Opening times: 09:00 - 17:00 (Monday to Friday)

Telephone: +44 151 706 0730 (For Accommodation, press 3)