



Application Form

Please complete all sections below in **BLOCK CAPITALS** and return with a passport photograph attached and €300 booking deposit. Please read the Licence Agreement and Student Code of Conduct before applying for accommodation.

**ATTACH
PASSPORT SIZE
PHOTOGRAPH
HERE (Application
is not complete
without a
photograph)**

Personal Details

First Name: _____

Surname: _____

Date of Birth: ___/___/___
(Day/Month/Year)

Gender: (Please circle) Male/Female

PPSN: (Irish Students Only) _____ Nationality: _____

Additional Needs: (Please circle) Yes No

Student ID/CAO Number: _____

Course Name: _____

Name of College: _____

Name of Study Course: _____

Study Year: (Please circle) 1 2 3 4

Student Contact Details

Home Address: _____

Home Phone: _____

Student Mobile Number: _____

Student Email: _____

Parent/Guardian Contact Details

Parent/Guardian Name(s): _____

Parent/Guardian Telephone: Home/Work _____ Mobile _____

Parent/Guardian Email: _____

Parent/Guardian Address: _____

(If different from above)

Arrival Date & Time: ___ / ___ / ___ / _____
(Day/Month/Year) (Approximate Time)

Office hours are 830am to 5.30pm Monday to Friday and 9am to 11am on Saturday.

If you wish to arrive out of these hours please arrange with the Office via email.

Parking Required: (Please circle) Yes _____ No _____
Car Registration Number: _____

Booking Details

€300 Deposit Payment Details:

(Please circle) Bank Transfer / Credit Card / Cash / Cheque

Date Paid: ___ / ___ / ___ /
(Day/Month/Year)

Names of students with whom you might like to share:

Are you happy to share with? ... (Please circle)

Males Only Females Only A Mixture of Male & Female

Additional

Information: _____

Please circle the accommodation you require in the Payment Schedule on page 4/5

Terms & Conditions

APPLICATION FORM

Please complete this application form FULLY including **Passport Size Photograph and the PPSN (Irish Students Only)**. You and a Parent/Guardian will be required to sign a Licence Agreement and this must be returned to the office **before check-in**. Copies of this Agreement can be downloaded from www.benbulbencourt.ie **Students will not be given keys until a signed Licence Agreement has been received.**

Post Application Forms & Cancellations to: Email Applications Forms & Cancellations to:

The Office

info@benbulbencourt.ie

Benbulben Court

Clarion Road

Ballytivnan

Sligo F91 ED2V

Telephone Queries: 071 91 99263

071 91 99248

DEPOSIT

The Deposit is payable to the bank details listed below or over the phone with credit/debit card, secures the booking and once you move in it acts as a damage deposit. The Deposit will act as credit against any Licence Fee arrears, bills owing or damage beyond normal fair wear and tear at the time you move out. Benbulbin Court will return the balance of the Deposit to you less any deductions within 8 weeks of the termination of the Licence Agreement. See Cancellation details on page 4/5.

LICENCE FEES & PAYMENT SCHEDULE

(€300.00) Booking/Damage Deposit: With this Application you need to pay €300.00 which acts as a booking deposit and is retained as a damage deposit once You move in. The deposit is in addition to the Licence Fees. This Booking/Damage Deposit is retained for the duration of your stay.

(€775.00) Utility Charges**

(Included with first payment)

This charge is included in the Licence Fee payments and it covers all costs and charges associated with the Property, Cable TV, TV License, Refuse, Building Maintenance, Instant Hot Water, Unlimited Wi-Fi, Electricity Allowance etc. Each Property is metered for pre-pay electricity, and is topped up with an €175.00 allowance the day You collect the keys.

****ELECTRICITY USAGE**

Your Property will be fitted with a Pinergy Pre-Pay Electricity Meter.

This will be topped up with your allowance the day You collect the keys. It will be your responsibility to add to this meter during the course of the year. You are encouraged to be as energy conscious as possible and note that the cost of electricity includes the Government Public Service Obligation Levy of approximately €5.00 to €8.00 per month. The office will supply you with a Top Up Card and/or the link to the Pinergy App where you can top up after the €175.00 allowance per student occupier has been used up. You can purchase additional credit by topping up in local shops displaying a Payzone sign, online at www.pinerogy.ie, in the office or via the App. (Please see www.pinerogy.ie for more information on energy conservation.) Electricity allowances are non-transferable and non-refundable.

PAYMENTS

Preferred payment method is by bank transfer to the following account details:

Studium Limited
AIB Bank
IBAN: IE29AIBK93110157540266
BIC: AIBKIE2D
Reference: Student's Full Name

International students may require the full bank address: AIB 126/128 Capel Street, Dublin 1. Ireland.

Cash, cheques and credit card payments are also accepted but cheques need to be paid **7 days before the payment due date**. Please make cheques payable to "Studium Limited" and write the

Student's name and telephone number on the back of the cheque. Weekly or monthly payments are not accepted, and all Licence Fees are due on the payment dates specified on the Payment Schedule. All late payments incur a late payment charge of €50.00.

Each Apartment consists of 2 bedrooms and 2 bathrooms, shared kitchen/ living/dining area.

Bedroom 1 has 1 King-size Bed with private bathroom.

Bedroom 2 has 1 Double Bed (*Supplement Applies) and 1 Single bed with Ensuite Bathroom (Prices shown below are per person per bed).

Licence Fees/Payment Schedule (The below price includes the €775.00 Utility Charges listed above but not the Deposit)

Please circle the accommodation you require in the Payment Schedule below.

Room Type	TOTAL DUE <i>(PLEASE CIRCLE)</i>	Payment 1 Due by 26/08/2019	Payment 2 Due by 21/10/2019	Payment 3 Due by 16/12/2019	Payment 4 Due by 17/02/2020
<u>Deluxe 2 Bedroom, 2 Bathroom Apartment Kingsize Bed with own bathroom (single occupancy)</u>	<u>King</u> <u>€5,300</u>	€2,600	€950	€950	€800
Deluxe Twin En Suite Sharing (per person) Single Bed	<u>Single</u> <u>€3,800</u>	€2,100	€650	€650	€400
Double Bed *	<u>Double</u> <u>€3,900</u>	€2,200	€650	€650	€400

CANCELLATION POLICY

- If You are not successful in the 1st round of CAO offers, You must cancel your application for accommodation **IN WRITING** via **letter and/or email** no later than **5pm on Monday 26TH August 2019**.
- Cancellations by telephone will **NOT** be accepted.
- Cancellations must be sent by email to info@benbulbencourt.ie Please note a €100.00 Administration Fee will be deducted from the Booking Deposit and the remainder refunded to You by cheque or bank transfer. Please provide your bank details and full postal address.
- Please note that refunded payments can take up to 20 working days.
- If You cancel your application for accommodation after the cut off point of 5pm on Monday 26th August 2019 as outlined above, **NO refund will be issued**.
- All Licence Fee payments are non-refundable. The Licence Agreement is for a fixed period and should you wish to depart earlier you will remain liable for all Licence Fees due until 22nd May 2020.
- No refunds can be made if You depart early.

- *If You cancel your application for accommodation after having paid the first Licence Fee payment, the onus will be on You to find a suitable replacement student occupier before the next Licence Fee payment is due. Benbulben Court has no obligation to find an alternative student occupier and You are liable to pay all Licence Fee payments until the end of the Licence Fee period.*

TENANCY DURATION & CHECK-IN DATE

The Period of Residency is **from the 2nd September 2019 up to and including the 22nd May 2020.**

Check-in date is from Monday 2nd September 2019 from 8.30am to 5.30pm. Please confirm your arrival date and time and note that office opening hours are Monday to Friday 8.30am to 5.30pm, Saturday 9am to 11am. It may be possible to check-in and collect keys out of these hours but ONLY with prior arrangement.

INSURANCE

Students are required to have insurance on their private possessions and no liability whatsoever will be accepted by Management. Insurance details can be obtained online or by contacting the Students Union.

STUDENT CODE OF CONDUCT

Please read the Licence Agreement and Student Code of Conduct which can be viewed on our website www.benbulbencourt.ie or requested from the office.

Should you be in breach of this Code of Conduct your parents/guardians will be notified and your period of residence may be terminated.

On signing the Licence Agreement you agree to abide by the Student Code of Conduct. These Rules are for your safety as set out and may be subject to change during the course of the academic year.

Thank you for applying for accommodation at Benbulben Court.

We will contact you with confirmation once the Application Form and deposit have been received.

We will contact you again before 26th August 2019 to confirm receipt of the 1st Payment and to provide some information about the accommodation here at Benbulben Court.