



## Application Form

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

Please complete all sections below in **BLOCK CAPITALS** and return with a passport photograph attached and €300.00 booking deposit. Please read the Licence Agreement and Student Code of Conduct before applying for accommodation.

### 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 Irish College: \_\_\_\_\_

Name of Current College: \_\_\_\_\_

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: \_\_\_\_\_



move out. Benbulbin Court will return the balance of the Deposit to you less any deductions within 4 weeks of the termination of the Licence Agreement. See Cancellation details on page 3.

### **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.

### **(€675.00) 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, 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 Pinery 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 a standing charge of approx. €1.00 per day and a Government Public Service Obligation (PSO) Levy of less than €5.00 per month. The office will supply you with a Top Up Card and/or the link to the Pinery 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.pinery.ie](http://www.pinery.ie), in the office or via the App. (Please see [www.pinery.ie](http://www.pinery.ie) for more information on energy conservation.) Electricity allowances are non-transferable and non-refundable.

### **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 24<sup>TH</sup> August 2020**.*
- *Cancellations by telephone will **NOT** be accepted.*
- *Cancellations must be sent by email to [info@benbulbencourt.ie](mailto: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 24<sup>th</sup> August 2020 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 21<sup>st</sup> May 2021.*
- *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. Benbulbin 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.*

## 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 x Superking size bed with private bathroom.

Bedroom 2 has a 1 x Kingsize bed (\*supplement applies) and 1 x Single size bed with ensuite bathroom (prices shown below are per person per bed).

**Licence Fees/Payment Schedule** (The below prices include the €675.00 Utility Charges listed above but not the Deposit) **Please circle the accommodation you require in the Payment Schedule below.**

Room Type	TOTAL DUE (PLEASE CIRCLE)	Payment 1 Due by 24/08/2020	Payment 2 Due by 19/10/2020	Payment 3 Due by 14/12/2020	Payment 4 Due by 15/02/2021
<u>Deluxe 2 Bedroom, 2 Bathroom Apartment</u>					
Superking size Bed with own bathroom (single occupancy)	<u>Superking Bed</u> €5,450	€2,600	€1,100	€950	€800
Twin Sharing En Suite Sharing (per person sharing)	<u>Single Bed</u> €3,950	€2,100	€800	€650	€400
This room has 1x single bed and 1x *kingsize bed.	<u>*Kingsize Bed €4,050</u>	€2,200	€800	€650	€400

### **TENANCY DURATION & CHECK-IN DATE**

The Period of Residency is from the 3rd September 2020 up to and including the 21<sup>st</sup> May 2021.

**Check-in date is from Thursday 3<sup>rd</sup> September 2020 from 9am to 5pm. Please confirm your arrival date and time and note that office opening hours are Monday 8.30am to 5.30pm, Saturday 9.30am to 12.30pm & Closed Sunday. 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**

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 academic year.

Should you be in breach of this Code of Conduct your parents/guardians will be notified and your period of residence may be terminated. **Please read the Licence Agreement and Student Code of Conduct which can be viewed on our website [www.benbulbencourt.ie](http://www.benbulbencourt.ie) or requested from the office.**

*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 at the end of August to confirm receipt of the 1<sup>st</sup> Payment and to provide some information about the accommodation here at Benbulben Court*