

## Accommodation Checklist – Please return this form, completed.

**Student Name:**

**Please ensure you have completed the following and send completed forms (with this checklist) by return email by July 30th.  
 This must be scanned documents of each document sent as separate files.**

<i>Task</i>	<i>Action</i>	<i>Tick Once completed</i>
1. Paid £250 deposit	<ul style="list-style-type: none"> <li>Via online shop</li> </ul>	<input type="checkbox"/>
2. Offer Letter	<ul style="list-style-type: none"> <li>Signed and returned.</li> </ul>	<input type="checkbox"/>
Licence to Occupy (new students) Please only scan and return pages that are signed: 3. <b>Pages:</b> 2,3,4,6,7,32,42,43,44 <b>OR</b> License to Occupy Continuation Form (returning students)	<ul style="list-style-type: none"> <li>Read and signed by yourself/parent</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Witness (where necessary)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Emergency contact</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Next of kin</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Health declaration sections</li> </ul> You do not need to scan the whole document back.	<input type="checkbox"/>
4. Guarantor's Certificate	<ul style="list-style-type: none"> <li>Signed by your guarantor</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Witness</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>2 proofs of identification/address for your guarantor</li> </ul>	<input type="checkbox"/>
5. Accommodation Services and Enrichment Fee	<ul style="list-style-type: none"> <li>This is mandatory for all students. Please bring £25 cash in small envelope with name on front on your start date.</li> </ul>	<input type="checkbox"/>
6. U18 Car Sharing and Parental Consent forms	<ul style="list-style-type: none"> <li>2 x forms. For all new students (not returners) please sign and return.</li> </ul>	<input type="checkbox"/>
7. Lackham Gate Security Form – all students	<ul style="list-style-type: none"> <li>1 x form. For all students. Please ensure this is signed and has your mobile number on it.</li> </ul>	<input type="checkbox"/>
8. All students – Fire Safety – updated form	<ul style="list-style-type: none"> <li>1 x form. For all new students (not returners) please sign and return.</li> </ul>	<input type="checkbox"/>
<b>9. Return by email            Do not post.</b>	<ul style="list-style-type: none"> <li><b>Return the above documents scanned separately (please do not send as one document or file) by email. This must be returned by 30<sup>th</sup> July. Bring No.5 with you.</b></li> </ul>	<input type="checkbox"/>