

# STRATH LIVING

Your guide to living in halls



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# Welcome to your #strathliving experience!



**We're so glad you have chosen to begin your Strathclyde journey with us.**

We know that your life in Strathclyde Accommodation will provide a unique opportunity to meet new people, create lasting memories, and gain independence, all within a welcoming, international and supportive community, right in the heart Glasgow!

This Strathliving Guide will give an insight of what to expect whilst staying with us – it's a new resident must-read!

## Stay in touch!

**Email:**

student.accommodation@strath.ac.uk

**Phone:**

Student Village Reception:  
0141 548 3454/ 2434

Security Services:  
0141 548 3333

24 - hour Emergency number:  
0141 548 2222

**Address:**

Accommodation Services  
Lord Todd Building  
Student Village Reception  
Weaver Street  
Glasgow G4 0NG

Find more information through our social media channels:



[www.facebook.com/strathclyde.  
Accommodation.Service](https://www.facebook.com/strathclyde.Accommodation.Service)



[@strathliving](https://www.instagram.com/strathliving)

# Key Points of Your Occupancy Agreement



**Your Occupancy Agreement is a legal and binding contract.**

It runs from 12pm on the Commencement Date until 10am on the Termination Date.

You should move into accommodation within 7 days of the Commencement Date otherwise the agreement will be terminated.

## If you leave University:

You must provide proof that you are withdrawing from your course. You will have to give 4 weeks' notice before you leave accommodation during which you will continue to pay rent. The amount of rent will be reduced if the room is re-let within the four-week period.

## If you wish to move back home or to live somewhere else:

You cannot to break the Occupancy Agreement and will continue to be liable for rent until the end of the contract unless you find a suitable Strathclyde student to take your place.

## What are your responsibilities whilst living in halls?

- ✓ To adhere to the terms in your Occupancy Agreement and the Strathliving Guide at all times
- ✓ To make sure your guests act responsibly. Visitors are welcome but they must also adhere to this Guide at all times. You will be held accountable for their actions
- ✓ That only you should occupy your study bedroom; you cannot share the study bedroom with another person
- ✓ To share the common spaces in residences respectfully
- ✓ To leave your room in the same condition it is in when you arrived



# Meet the Accommodation Services Team

**Whilst staying at Strathclyde accommodation, you'll no doubt come into contact with a some of the Team**



## **The Office Team**

They are located in the Lord Todd Building, in the centre of the Campus Village and includes Administration Staff, Receptionists, Hall Managers, Housing Officers and the Accommodation Services Management Team.

## **The Domestic Assistant Team**

They provide a weekly cleaning service within the communal areas in your flat.

## **The Handy Person Team**

They assist with the day to day maintenance of the halls, deliver your mail, and look after the Campus Village grounds.

## **The Night Porter Team**

They are based in the Student Village Reception and provide on-site support and security during the night.

## **The Estates Service Team**

They offer specialist assistance for repairs in halls. We also have a team of students living on campus who are on hand to assist you.

## **ResLife**

ResLife Assistants put on a variety of events throughout the year exclusively for Strathclyde residents. They are also on hand if you want to chat or need some guidance about university life. Reslife Assistants are appointed across the all the residences. If you ever find yourself locked out of your flat or room between 18:00-08:00 then they will help you get back in.

## **Halls Committee**

You will elect Presidents for your residence once you've settled into halls. The residences' Presidents main role is to represent the voice of residents and feedback issues to the Accommodation Services Team.

**If you have any problems whilst staying in Strathclyde accommodation and you're not sure who to talk to – just ask anyone in the Accommodation Services Team and we will be able to point you in the right direction.**

# Settling In



## Inventory

On arrival you will be asked to complete an inventory. This is a document that lists all the items in your room and kitchen. We know you'll be busy when you first move in, but please make time to complete it and email it to Accommodation Services within 48 hours of arrival.

### REMEMBER

When you check out, your room should be in the same condition as you have stated on the inventory. Make sure it's correct from the start.

We can only accept on your behalf parcels that are couriered by Royal Mail. Any other delivery companies must deliver the parcel directly to you.

## Handy to know

To avoid delays in receiving your mail please ensure your mail is sent using:

**Your Full Name**  
**Your Hall of residence**  
**Your flat number**  
**Your room number**  
**The postcode**

## Collecting Mail from Campus Village

All mail received via royal mail is delivered to Accommodation Services Monday - Friday.

Due to health and safety protocols around handling of mail once delivered all incoming mail must remain untouched for 12 hours before it is handled by our staff.

Letters are distributed to the mailboxes located in the foyer of your residence and parcels delivered directly to your flat.

Please note we are unable to issue parcels to you directly from the Student Village Reception. Please wait until your parcel and mail are delivered to you. If your parcel is urgent it may be beneficial to use a courier for delivery, as they would be able to deliver parcels direct to you within your residence.

Amazon parcels can be delivered to the Bates Locker which is located next to the Lord Todd Laundry. The Bates Locker is a secure self-service kiosk where you can pick up your Amazon parcel at a time that's convenient to you.

## Heating

Heating throughout the campus residences is regulated to reflect seasonal weather conditions.

During term time the heating is available in the morning between 6:30am & 8:30am and is available again in the evening between 4:30pm and 11pm. During Weekends the heating is on between 6:30am to 11pm.

During wintry conditions the heating is available everyday day between 6:30pm and 11:00pm.

\*Some students find it can take some time to acclimatise to the variable Scottish weather conditions – if you are affected by this please inform the Accommodation Services Team\*

## Laundry

The laundry service is operated by Circuit Laundry.

There are 2 laundry facilities available to you on the campus in the Lord Todd Building and in Birkbeck Court and there is 1 laundry facility available at Andrew Ure Hall.

The cost of this is  
£2.70 per wash  
£1.70 per dry

There are two ways you can pay for this:

1. Purchase a top up card (available in the laundries at a cost of £2.00) Follow the instructions on the top up card. You can purchase a credit for the top up card online or by calling the telephone number that is displayed on the top up card.

When you top up you will be given a unique code. You take the card and the code to the top up machine (located in the laundry). When prompted enter the top up code and then place your card to the machine. Your card will then be credited with the amount you paid for.

You scan your top up card against the washing machine to activate the wash/dry.

2. Download the Circuit Laundry app (free) and credit the app using a debit/credit card. You will scan your phone against the washing machine to activate the wash/dry.

\*Don't worry if you forget this information – there are posters and information in the laundries to help you get started\*

The washing machines and dryers are larger than normal washer/dryer (more like what you would see in a laundrette).

As the laundry is operated by a third party, please contact Circuit Laundry directly on 01422 820040 or visit their website <https://www.circuit.co.uk/help-support/> if you require any support.

### Save Money Tip

Given the size of the washer/dryer we would encourage you to think about the colour of your bedding, towels etc that you bring with you. If you keep it all similar everything can be put in the one load and save you money.

## Parking/ Bicycle storage

Limited resident parking is available at Andrew Ure Hall, the price for 2020/21 will be £10 per week.

Students living in any Strathclyde residence can apply online via (residents parking)

<https://www.strath.ac.uk/studywithus/accommodation/ouraccommodation/whatsincluded>

Otherwise, the University is unable to provide car parking for residents. There is restricted parking on nearby streets but students are generally advised not to bring their cars to University. Parking illegally within the Campus Village can restrict access for emergency vehicles and may be deemed a disciplinary offence.

A bicycle store is available only at Andrew Ure Hall (20 spaces). There are no other bicycle store facilities available in any other residence. There are several bike bays/racks on the campus.

Bicycle storage is not covered by insurance we strongly advise you to take out extended insurance cover for your bicycle.



# Safety



## General Safety Tips

- Always carry your keys and keep them safe. Never give your keys to anyone else.
- When using the intercom feature in your flat – only grant access to persons you know into the residence.
- Be mindful of your personal safety if you have guests in your flat. If you find yourself in a difficult situation you weren't expecting, like a party that gets out of hand, call the Night Porter or Security Services as they are always on hand and will be able to help.
- Top Tip - put Security's number in your phone and they'll be on hand if you ever need them.
- Make sure your windows are closed before you leave.
- Do not remove the window restrictor - this has been fitted for your safety.
- Objects should not be thrown or allowed to fall out of windows.
- Take responsibility for yourself when going off campus – when you go out make sure you have a plan of how you're getting home, charge your phone, stick with your friends.

### Get Home Safe scheme with Glasgow Taxis -

If you are on a night out in Glasgow, and find yourself without cash to get home at the end of the night, Glasgow Taxis will help you get home safely. All you have to do is call Glasgow Taxis on **0141 429 7070** and quote "The Get Home Safe Scheme". You will also need to quote "Strath1". When you return safely to halls, you will be asked to sign a receipt and give the driver your student ID card. The next day you will be able to collect your student ID card and pay the fare at the Student Union.

## Fire Safety

Now that you live in a shared community it is vital that you know the risks around fires in halls and how to prevent them as well as what to do if one happens.

- Familiarise yourself with all fire safety information issued to you in your Strathliving Welcome Information. This will tell you the evacuation procedure for your building.
- Look at where the Fire Exits are in your flat and building so that you know where to go if there is an evacuation.
- Be mindful that there are smoke detectors in every bedroom. For your safety & the safety of others, please never cover any smoke detectors.
- There are heat and smoke detectors located in the kitchen living area.
- Any door that is marked as a fire door in your flat must be kept closed and clear of any obstructions.
- There are Break-Glass emergency call points on the floors and stairwells.
- If the fire alarm goes off, you must evacuate! Non-evacuation is a disciplinary offence.
- Routine fire alarm tests take place within the residences every Wednesday morning from 10am. Routine fire alarms are the only exception for non-evacuation.

## Avoid False Alarms

- ✓ Keep Fire Doors closed
- ✓ Only smoke in designated smoking areas, at least 15 feet from the university buildings
- ✓ Stay in the kitchen when cooking
- ✓ Be careful when using aerosols near smoke detectors. If you have an en-suite room, be careful of steam from your shower activating the alarm
- ✓ Don't tamper with any fire equipment

### In the event of the fire alarm sounding

Leave the building as soon as you hear the fire alarm. Don't assume it's a false alarm. Make your way to the evacuation Assembly Point. Do not use the lifts. Do not attempt to re-enter the building unless instructed to do so by the Fire Brigade or University Security Wardens.



# Electrical Safety

If you are bringing your own electrical equipment with you, please ensure it is either brand new or has been PAT tested. All of the electrical equipment provided by the university is PAT tested.

DO ✓	DON'T ✗
Switch off and unplug appliances when not in use	Overload sockets
Check electrical appliances regularly for damaged wiring, hot plugs or scorching on plugs or sockets	Attempt to force non-UK plugs into UK electrical sockets. If you need an adaptor, ask the Accommodation Services Team
Only use appliances with an EU 'CE' Safety mark and ensure plug meets British Standard BS5733 and BS1363 - if you're in any doubt, speak to the Accommodation Services Team	Use any cooking equipment in your bedroom
Make sure electrical items are fitted with the correct fuse	Trail wires over the hob or hot surfaces
Follow instructions when using electrical items	Load sockets with equipment exceeding 13 amps

## Plugs

Electrical equipment in the UK operate between 220-240 volts (V) and a frequency of 50 hertz (Hz) using a 3 pin plug.

## Extension cables

Extension cables should be used sparingly and stored safely. Sometimes using an extension cable may be necessary so if you need to use one, please be aware of the following -

- Trailing leads are a tripping hazard and standing on them can cause damage
- Extension cables must not have more than 4 sockets, must be fused, must be surge protected and conform to BS1363
- Never plug extension cables into another extension cable

## Adaptors

If you are an international student with non-UK electrical equipment you should either:

- Purchase electrical appliances from the UK when you arrive
- **Use a universal adaptor that meets British Standard BS5733 and BS1363. These must have a fuse in order to comply with our requirements.**

If you require information requiring the electrical adaptors or operating your equipment safely, please contact the Accommodation Services Team for further information.

### ✗ What not to use in your bedroom:

Electric blankets  
Kettles  
Toaster  
Fridges/freezers (unless for medical purposes – requires prior approval from Accommodation Services)  
Rice cookers

### ✗ What not to use anywhere in residences:

Additional heaters  
Deep fat fryers, chip pans  
Non-Circuit Laundry washing machines or tumble dryers  
Pellet or paintball guns  
Plastic inflatable furniture or ornaments  
Drug paraphernalia including smoking apparatuses  
Fireworks or sparklers  
Block adaptors  
Additional fridges/freezers  
Subwoofer loudspeakers  
Electric grills/hot plates  
Perfumed oil lamps  
Additional sofas and mattresses  
Candles, incense sticks/cones

## Out of bounds areas

Don't use windows as an exit or entrance (window restrictors are on for a reason). Please don't access window ledges, balconies, roof areas, electrical switch rooms or boiler houses.

# Clean Living



The Domestic Assistant Team carry out an weekly clean of the following:

- communal entrance lobbies
- communal shower rooms and toilets (not applicable to en-suite bathrooms)
- shared areas (kitchen and lounge)
- staircases and lifts

In the event of exceptional circumstances/ lockdown restrictions it may not be possible to provide this service, and we may have to suspend or reduce flat cleaning.

## Your responsibilities

You are expected to keep communal entrance lobbies, communal toilets/shower rooms and staircases free from litter and in good order. You are responsible for cleaning your bedroom and en-suite bathroom if you have one.

**You should make every effort to assist the Domestic Assistant Team by removing rubbish bags and recycling to the appropriate disposal areas. Your Domestic Assistant will advise you of where this is if you are unsure.**

If you need help dividing up chores, we can supply you with blank cleaning rotas to help you get started with your cleaning regime.

You are supplied with a vacuum cleaner, mop, bucket, dustpan and brush. We can supply you with replacement vacuum cleaner bags, rubbish bags and food recycling bags – you can request these items from your Domestic Assistant.

For your safety and wellbeing, the cleaning standards of your flat are monitored by the Accommodation Services Team.

You should ensure good hygiene practices by regularly cleaning fridges, freezers, microwaves and cooker tops.

**If you need help or assistance with cleaning please speak to your Domestic Assistant – they are always happy to help.**

## Recycling and Rubbish

Please put your general rubbish in plastic bags, tie them shut, and dispose of them in the bins\* provided for your residence. Your Domestic Assistant will provide you with these weekly.

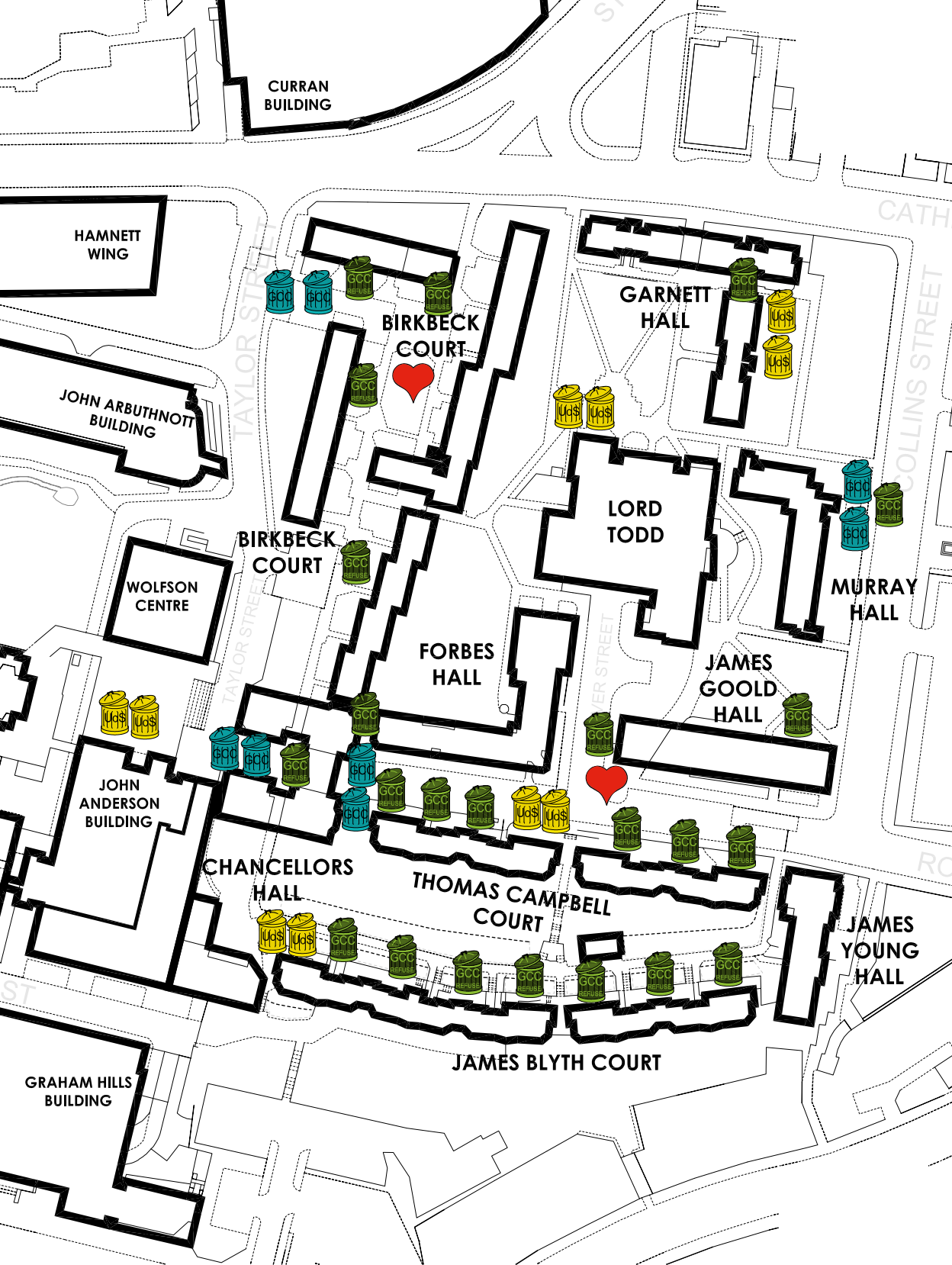
## Recycling

Since recycling helps the environment we urge you to participate. Please put cleaned beverage containers, mixed paper and newspaper, and corrugated cardboard in the recycling bins\* located near all residences.

A recycling bag is provided for the use of each flat; empty it regularly into the collection bins outside to avoid attracting pests.

\*please see map of both bins and recycling bins





## Recycling Facilities in the Campus Village



UNIVERSITY OF  
STRATHCLYDE



GLASGOW CITY  
COUNCIL



GLASGOW CITY COUNCIL  
REFUSE BINS



BRITISH HEART  
FOUNDATION

# Your Contract



Now that you've accepted the terms of your Occupancy Agreement you are committed to the full length of the lease. We suggest that you make sure you've read through it and are familiar with it.

The lease length can only be altered if you leave your university course. If this happens to you then you will have to follow our Departure Procedure.

You must complete a Departure Form. This will tell us your details, why you're leaving accommodation, your academic withdrawal date and your expected departure date. From this we can work out when your 4 weeks' notice period will end.



You must provide supplementary evidence. This can be a letter or email from your department that confirms your academic withdrawal date.



If you have a Recurring Card Payment (RCP) set up, you must cancel it.



You must empty your room and return your keys to the Student Village Reception on your expected departure day.



We will be able to confirm how much rent you owe once your notice period has ended. If a refund is necessary, then we will contact the Finance Office on your behalf.

## Rent

### Termly instalments

In your Occupancy Agreement, you can find how much is due for each termly instalment and deadlines for when it needs to be paid. If you want to pay in termly instalments, then take a note of the dates! We will remind you before each instalment is due but it's advisable to keep on top of your rent payments.

### Recurring Card Payment

If you're staying for the full academic year, you may want to set up a Recurring Card Payment (RCP). An RCP is the full year's rent split into 8 instalments which are paid on the 10th of each month between October to May. RCPs need to be set up via the RCP portal before the 10th of October.

Outstanding rent payments are monitored and unpaid rent can lead to disciplinary action, so if you are having difficulty with any payments throughout your stay, please get in contact with us.

## Disciplinary procedure

Your Occupancy Agreement also outlines how you should conduct yourself when living in university accommodation. Many of these are common sense but it is important to read and understand them so that you, and any visitors you may have are aware of what is expected of you whilst staying in halls.

Breaching these terms can lead to disciplinary action to be carried out by Accommodation Services.

## Health and Safety

You have a responsibility to consider Health and Safety in your day-to-day activities, not only in your own interests but also others around you. This includes but is not limited to:

- Reporting repairs and damages as soon as possible.
- Do not attempt to repair any damages or instruct a third part contractor. This includes any re-decoration.
- Maintaining a safe environment for those who may need to enter the accommodation, shared kitchens and/or bathrooms and other spaces within halls
- Keeping passageways, stairways, exits and fire exits clear from any obstruction
- Keeping all fire doors closed, and not using door wedges to keep them open
- Ensuring that unnecessary combustible materials (household chemicals, packaging and other particularly flammable materials) are not stored in your accommodation
- Not bringing or keeping any fireworks, fuel, firearms (real or replica and including airsoft and paint-balling devices) of any type and their ammunition in your accommodation
- Not bringing any bicycles(s) into any part of the Halls buildings but storing them in one of university designated bike areas
- Not playing ball or other projectile games anywhere in the halls, nor using wheeled items such as scooters or skateboards indoors
- Any acts of vandalism, will result in additional charges for damage caused
- Notifying the Accommodation Services Team of any damage, fault or disrepair within, the halls as soon as you notice it and if not an emergency, is made using the QR maintenance code.



## Security

You must be considerate of your own personal security as well as the impact of your behaviour on the security of others. This includes ensuring that:

- Not passing keys to access any part of your Accommodation to any other person
- Exercising reasonable control over your guests and visitors whilst present anywhere in the Halls
- You must not leave your guests unattended in your Accommodation
- Not allow any unknown or unidentified persons access to any of the Halls
- All hall doors are fitted with specialist locks, please do not attempt to have the keys replicated.

**NOTE:** All staff and contractors will carry valid ID that is visible on their person.

## Care of the Environment

You must take care of your environment ensuring that:

- Your Accommodation and any shared kitchen, bathroom and social spaces are to be kept in a clean and tidy condition at all times and a failure to comply may result in additional charges.
- Rubbish is disposed of correctly both inside and outside of buildings, using the general waste and recycling facilities provided
- All your food products are stored hygienically
- That your behaviour does not encourage pests and you must co-operate with pest control measures, allowing access, including emergency access to pest control contractors

## Fire

You must play an active and responsible role in minimising the risk of fire within the Halls and to respond to emergency procedures quickly and efficiently. In particular,

- Familiarise yourself with the Halls of Residence Fire Safety Information
- Smoking, including E-cigarettes and vaporisers, is not allowed within any university buildings
- Leave the Halls for the fire assembly point immediately the fire alarm sounds and you must not return until instructed to do so by a member of university staff or the Fire Service
- All your personal possessions, used in the Accommodation, must meet the minimum standards set by the UK fire, electrical and safety regulations
- You must not overload electrical sockets
- The use of candles or incense in your room or any part of the Halls is not allowed
- You must not have any personal fridges, freezers, heaters, microwaves, washing machines, kettles or other domestic appliances in your Accommodation.
- Appliances such as rice cookers, kettles and toasters may be used in kitchens but not in bedrooms
- We reserve the right to remove any item found in halls that is not permitted to be in halls accommodation as part of our wider safety duty
- You cannot bring into the Accommodation items of soft furnishings such as chairs, sofas and curtains as these constitute an additional fire risk
- You must not interfere with the integrity of your fire door, nor cause obstructions in your room which prevent the easy entry to/ from your room
- You must not interfere with any fire protection equipment



## Behaviour

Please behave with due consideration for others during your time in the Halls of Residence. Inappropriate behaviours are liable to disciplinary action.

## Noise and Parties

- Prior consent to parties and pre-drinks in halls must be obtained by speaking to your Hall Manager at the Student Village Reception. They will ask you to complete a party form.
- Noise and music must be kept at a reasonable level and not annoy other residents
- Noise should be kept to a minimum between the hours of 11pm and 7am

## Privacy

You must respect the right to privacy of other students, members of our staff, visitors and any other people present on our premises.

- You may not sublet, share or loan-out the accommodation to anyone else
- You are allowed the occasional guest who must be aged 18 years or older
- Guest should not stay for more than 3 consecutive nights
- Frequent short term visitors (whether staying overnight or not) are discouraged, due to the impact on other occupiers of the halls, and we reserve the right to ask frequent visitors to leave that halls immediately
- You are responsible for your guest and for any misconduct or damage caused by them, and will be liable for fines/costs resulting from your guests behaviour

- You must make any guest or visitor aware of the fire regulations and location of the fire assembly point for your Halls

Please tell your guests that they are expected to:

- be considerate of the needs of other occupiers of the Halls; and
- to abide by the Strathliving Guide and will be asked to leave the Halls if they do not do so.

## Alcohol and Drugs

- Any antisocial, drunken behaviour within the halls will not be accepted
- Drug paraphernalia should not be stored within the halls
- Possession of illegal drugs is a criminal offence, the university will inform the Police





# A Happy and Healthy You

**You are the most important part of the Strathliving experience. Although university can provide its difficulties and things may not always run smoothly, it is crucial that you're happy and healthy.**



## Wellbeing

The change in lifestyle when starting university can be a struggle at first. These struggles can be amplified by living in new surroundings. Make sure you're looking after yourself by balancing study, work and down-time. If you find that you're not coping as well as you'd hoped, then there's lots of support available in the university to help you.

## Tips to a Happy and Healthy You:

### Nutrition

A healthy diet is vital to a happy you. Before moving in to halls, learn and practice a handful of healthy recipes. Don't rely on takeaways or ready meals. It's cheaper, more rewarding and better for you to cook a healthy meal for yourself. Cooking is also great for socialising whilst in halls – you'll be popular if you can make a tasty slap-up meal for your flatmates. Doing weekly/monthly meals together with flatmates is a great way to bond especially in the early weeks!

### Socialising

Although doing academically well is an important focus to have whilst at university it's also an opportunity to make friends and meet people from all walks of life. You're able to have a varied social life whilst at university so don't rely on just going out clubbing; get involved with societies, sports clubs, campaigns and events held by ResLife.

### Exercise

As a resident of Strathclyde accommodation you have access to the multi-million-pound facility Strathclyde Sport. The gym, pool, and multitude of classes offer a perfect outlet after a tough day. Make use of the facility to keep your body and your mind healthy.

### Sleep

We have a curfew for noise within halls between 11pm and 7am on weekdays. This is to ensure that you're able to get the right amount of sleep.

### Work and Study

Ensuring that you don't burn yourself out whilst at university is important. Setting a study schedule helps to prevent you from having to cram when deadlines or exams are imminent.

## Useful contacts

### Disability & Wellbeing Service

Disability & Wellbeing Service  
0141 548 3402  
disability-wellbeing@strath.ac.uk,  
Room 4.36, Level 4,  
The Graham Hills Building  
50 George Street  
Glasgow  
G1 1QE

### Nightline

Call on 0141 552 2555, talk online at [scnighline.com](https://scnighline.com), or text on 07982 107 920. 7pm to 7am, Monday to Friday during term time

### NHS 24

Call on 111 for urgent health advice out of hours, when your GP practice or dentist is closed

### Advice Hub

0141 567 5040, book an appointment on [strathunion.com/advice/](https://strathunion.com/advice/)

### Samaritans Glasgow

0141 248 4488 or email: [jo@samaritans.org](mailto:jo@samaritans.org) anytime

### Breathing Space

0800 83 85 87 (All weekend and Monday to Friday 6pm - 2am)

## Registering with a Doctor

As a new student you should register with a doctor as soon as you can when you first arrive in the city, that way you can receive emergency care if you need it and access health services quickly and easily while you're at university. This is especially important if you have an ongoing health condition such as asthma, diabetes or epilepsy.

Strathclyde halls residents should register at Townhead Medical Practice -

**Townhead Health Centre**  
**16 Alexandra Parade**  
**G3 1 2ES**  
**0141 483 1740**

Registration can be completed at the practice in person or an application to register can be made online.

Townhead Health Centre are experienced in caring for students, and have strong links with the University of Strathclyde. They understand the ups and the downs of student life for both UK and international patients. If you are ill in the lead up to, or during your examinations and you need special exam arrangements or allowances to be made then they will be able to assist.

Although we hope you have a safe and healthy experience whilst living in halls, you aren't able to predict when you will need medical assistance. **If you do not register, this can have a negative impact on local GP funding and provision of normal medical services as well as emergency medicines during outbreaks.**

<https://www.townheaddoctors.com>  
<https://www.paradegrouppractice.co.uk>

### Student who's stay in the UK is under 3 months

If you are here short-term and want to register on a temporary basis, you can do so. You will be asked to complete temporary resident form available from the Health Centre reception desk – this will only be necessary if you are seeking an appointment.

# Moving on or Returning to Halls



## Check Out

**When it is time to check out of your residence we ask you to do the following:**

- Leave your room in the same clean and tidy condition as when you moved in
- Switch off all lights
- Double check you haven't left anything behind
- Clear all your items from the kitchen
- The duvet pack you receive when you checked in is yours to take with you
- Lock your doors and close all windows
- Return your keys to Accommodation Services at the Student Village Reception – once the keys to your flat and room are received you will be checked out

You must move out by 10am on the Termination Date stated on your Occupancy Agreement. If it's more convenient for you to move out before this time, then you can do so.

An inspection of your room will take place after you check out. We will assess the condition of your room using the inventory form you completed at check in. We may apply charges for damages based on the information you have provided us with at the time of check in.

**\*Failure to return your keys will result in a £30 charge being applied to your University account.**

## Accommodation for next year

We hope you enjoy your stay in university accommodation and encourage everyone to think about returning for the next academic year.

The **Advice Hub** at the StrathUnion also has lots of advice on their housing pages to help you find the right place and know what to do if something doesn't go to plan. Staff there are always on hand to help.

## Getting a tenancy reference

If you're looking to move into the private sector, you may be required to provide information about your previous tenancies. Prospective landlords or estate agents may also want confirmation from previous landlords to see whether you would make a good tenant. They generally want to find out how long your tenancy was, whether you'd paid all your rent on time, and whether there were any issues during your stay (disciplinarys, damages). The Accommodation Services staff (your Housing Officer and Hall Manager) are happy to give this information with your prior permission. Contact the Accommodation Services Team to give your consent for us to provide a reference then ask your prospective landlord or estate agent to contact us directly on [village.office@strath.ac.uk](mailto:village.office@strath.ac.uk)

## Mail Redirection

We don't want you to miss out on important correspondence so before you leave you will need to make arrangements with the those who send you regular mail to redirect your mail. We are not able to send on any letters or parcels which are delivered after you leave, so anything arriving after check out will be "Returned to Sender."

*\*Remember to also change your address with any on-line sites such as Amazon, ASOS, Boohoo etc., where you place regular orders.*

## Advice Hub

0141 567 5040, book an appointment on [strathunion.com/advice/](https://strathunion.com/advice/)





## **Accommodation Services**

Lord Todd Building  
Student Village Reception  
Weaver Street  
Glasgow G4 0NG



[www.facebook.com/Strathclyde.Accommodation.Services](https://www.facebook.com/Strathclyde.Accommodation.Services)



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[www.strath.ac.uk/accommodation](http://www.strath.ac.uk/accommodation)

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