



# 2018/19 Application Form

*Please complete all sections below*

## Personal Details

Full Name \_\_\_\_\_ PPSN \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Nationality \_\_\_\_\_

Special Needs Yes  No  Gender Male  Female

Student ID / CAO Number \_\_\_\_\_

Course Name \_\_\_\_\_

College Attending \_\_\_\_\_

Study Year  ①  ②  ③  ④

*Attach 1 Passport Size Photo Here*

## Contact Details

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Your Mobile \_\_\_\_\_ \*

\_\_\_\_\_ Email \_\_\_\_\_ \*

## Parent / Guardian Details

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## Booking Details

Students with whom you might like to Share. \_\_\_\_\_

(not guaranteed) \_\_\_\_\_

Arrival Date (if known) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Additional Information \_\_\_\_\_

## Deposit Return Information

Please put your Bank Details below in order to have your Deposit returned at the end of your Stay

Bank Sort Code: \_\_\_\_\_ Bank Account No: \_\_\_\_\_

IBAN \_\_\_\_\_ BIC \_\_\_\_\_

## Acceptance

*I have read and accept The Grove Code of Conduct & Terms & Conditions, as acceptable terms of residence within The Grove Apartment Complex. I agree to pay all fees as set out at time of offer of accommodation.*

Your Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Office Use Only \_\_\_\_\_ Apt \_\_\_\_\_ Room \_\_\_\_\_

## **APPLICATION FORM**

Please complete this application form FULLY including PPSN & Passport Photographs. You will be required to sign a Lease agreement and this must be returned to the Booking Office within 5 days of you receiving your key. Copies of this Lease can be downloaded from [www.thegrovesligo.ie](http://www.thegrovesligo.ie) or are available from the Booking Office..

## **DEPOSIT**

A refundable deposit of €300.00 is required with your completed booking form to reserve a place and subsequently to cover any damage, breakages or over run on Services during your stay.

## **PAYMENTS**

Payments are Due in the following Manner:

Option 1 ~	Payment of Full Amount on or before Friday 31 <sup>st</sup> August	<b>€4,250</b>
Option 2 ~	<b><u>Payment 1 on or before</u></b> Friday 31 <sup>st</sup> August 2018	<b>€1,975.00</b>
	<b><u>Payment 2 Before</u></b> Friday 23 <sup>rd</sup> November 2018	<b>€1,300.00</b>
	<b><u>Payment 3 Before</u></b> Friday 8 <sup>th</sup> February 2019	<b>€ 975.00</b>

prices are inclusive of all Utility Charges and an electricity allowance\*.

## **FIRST PAYMENT**

First Rental Payment to be paid in Full prior to you taking up occupancy. Please settle in advance of Check In as on Check in Day priority will be given to those Students who have paid in advance.

## **SUBSEQUENT PAYMENTS**

All Rental Payments are **due on** or **before** the dates as stipulated. Late Payments or payments outside arranged terms will incur a late payment fee of €50 and may result in the immediate termination of the lease agreement. *If you are late with payments you may not be granted access to your room and your name will be removed from our resident listing.*

## **SERVICE CHARGE PAYMENTS / FAIR USAGE\***

**Electricity/Water Prepayment:** An electricity prepayment of **€320** is made per applicant and is payable along with the 1st Moiety payment amount above. Each apartment is metered for pre-pay electricity, and is topped up on **3** occasions over the course of the academic year. The pre-pay meters allow students to monitor and have greater control over their electricity usage on a daily basis. In the unlikely event that an Apartment runs out of electricity credit between top-ups they simply report this to management who will provide them with a top-up card, allowing the students to purchase additional credit from a local Pay-point shop. At the end of the academic year if credit remains on the meter this will be reimbursed equally among all residents in the Apartment.

Water charges are also in the Service Charge Payments. Fair usage applies to all charges. Management reserve the right to change this policy and or charge for overuse / misuse.

## **TENANCY DURATION**

Monday September 03<sup>rd</sup> September 2018 through to Friday May 31<sup>st</sup> May 2019. Booking is for the **FULL ACADEMIC YEAR** of Sligo Institute of Technology and includes weekends and all holidays.

**Outside these dates by arrangement with management only. – Limited number of First Semester places remaining, please contact the office for further information**

## **CANCELLATION POLICY**

In the event of a Resident/Student Cancelling their Accommodation during the Academic Year **NO REFUND** of FEES/SERVICE CHARGES will take place. The Resident/Student remains liable for the balance of Rent due to the termination of the tenancy. In the event of non payment, any Deposit will be forfeit. *If the **Applicant** is not successful in the 1st round CAO offers, the **Applicant** must cancel **IN WRITING** not later than 5pm on Friday **24<sup>th</sup> August 2018**. No refund after this date.*

## **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 from the Management office or by contacting the Students Union.

## **CODE OF CONDUCT**

On signing your agreement you agree to abide by the 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. Should you be in breach of the Code of Conduct your parents/guardians will be notified and your tenancy may be terminated.