



Growing leaders for growing churches

Union School of Theology, Bryntirion House, Bridgend CF31 4DX
Part of Union Foundation, registered in Wales, No 1987227. Registered charity No. 517324

ACCOMMODATION & MEAL CHARGES 2018-19

Annual residential accommodation CHARGE per person

A single room on the Union Campus	£2500
Room deposit (refundable)	£100
Week day lunch & evening meals (optional)	£1100

Non-residential accommodation CHARGE per room

Single room per night	£25
Shared room per night	£35

Meal charges CHARGE per meal

Individual lunch	£4.00
Individual evening meal	£4.50

Masters Residential Accommodation

Full board accommodation (4 nights)	£148.00
-------------------------------------	---------

Union Conference ¹

Accommodation (3 nights) & meals (lunch & dinner)	£75.00
---	--------

¹ The week-long Union Conference is held annually in September. All students are encouraged to attend. Residential accommodation is offered at the set charge shown, subject to availability.

Terms and Conditions

Accommodation & Meal Charges 2018-19

Charges for annual & short-term accommodation and meals

ACCOMMODATION

Accommodation provided is either a single or shared bedroom on the Union campus at Bryntirion House. Subject to availability, the accommodation offered is either for the full academic year or for short-term study or exam breaks. The School may also offer overnight accommodation to guests visiting residential students.

Annual residential accommodation

The terms and conditions below relate to the accommodation provided and the charges made for annual residential accommodation. Your attention is also drawn to the Tenancy Agreement which will covers the rights and obligations of the School, as landlord, and of you, as tenant, if you have decided to apply for annual residential accommodation.

Annual accommodation is optional and charges cover the single occupancy of a study room during the whole academic year.

The period of occupancy runs from the start of the Union Conference in September to the end of exam week in semester two, the following May. Additional charges apply outside of this period. Subject to availability, prices for shared accommodation are available on request.

The room is usually available for the storage of the student's possessions during the Christmas and Easter vacations, but the room must otherwise be vacated unless prior permission has been obtained.

In the event that a student decides to vacate the accommodation after the start of the period of occupancy, no refund will be given, and the student will remain liable for the annual accommodation charge.

Students are required to sign a tenancy agreement for each annual period of occupancy. **A copy of the tenancy agreement is attached, and you should familiarise yourself with your main obligations prior to purchase.**

A room deposit of £100 is payable in advance to secure the accommodation. This is refundable at the end of the final period of occupancy, subject to the room and its furniture being returned in a clean, tidy and undamaged condition. The School reserves the right to withhold all or part of the deposit to pay for cleaning or damage.

Payment of charges

Each year, at the start of your tenancy, you will be invoiced for your annual residential accommodation charges. You must ensure that you pay your annual fees at the start of your tenancy unless an alternative arrangement has been agreed with the School.

Such alternative arrangements include payment by instalments. Payment by instalments will normally be either four equal monthly instalments by standing order, starting immediately after enrolment, or three equal instalments throughout the academic year, usually in September, January and April.

You will pay any surcharge applied by the School in the event that you pay any instalment after the due date.

If you encounter difficulties in paying your fees, please contact the Finance Officer: finance@ust.ac.uk as soon as possible. We will be as flexible as we can in the light of your circumstances, and we will discuss a payment plan with you individually.

Where you are being sponsored by another party (e.g. a church, trust, family or friend), it remains your responsibility to ensure that arrangements are in place for such payments in accordance with any agreed payment arrangements. Should any such expected funding fail to materialise for any reason, you remain responsible for the payment of all fees.

Short term non-residential accommodation

The School offers both single and shared-occupancy bedrooms for overnight accommodation for the use of registered students who wish to take an occasional study break or attend the campus to sit examinations, or for visitors to the campus.

In so far as they are applicable to short-term occupancy, the terms of the annual residential accommodation also apply to the rent of occasional overnight accommodation. **A copy of the tenancy agreement is attached, and you should familiarise yourself with the main obligations prior to purchase.**

Payment of short term accommodation charges

Enquiries for short term accommodation are made through the School's website. If the accommodation is available, you will be sent an invoice for the full amount of the applicable charges. The charges must be paid in advance of your stay, and your booking will only be confirmed when your payment has been received.

MEALS

Lunch and evening meals for 5 days per week during the periods of teaching are offered to all students at the charges shown. All meals are optional.

Students in residential accommodation on campus may choose to pay for lunch and evening meals on an annual basis. Alternatively, meals can be purchased on a 'pay as you go basis', at the individual meal prices shown, although they must be pre-booked and pre-paid. Please

note that additional charges apply for meals during the Union Conference week in September, the Placement weeks in January, and at any times other than the campus teaching weeks.

Although every effort is made to ensure meals are provided, there may be times outside of the teaching periods when this is not possible, and students will need to make alternative arrangements.

Payments for meal charges

For residential students, annual meal charges will be added to your accommodation charges. Payment will be under the same terms and conditions as your accommodation charges. Please see: **Payment of annual residential accommodation charges**, above.

For all other meal charges, payment must be made in advance through the Finance Officer: finance@ust.ac.uk.

Master Residential Accommodation

Tuition for the campus MTh is delivered by means of intensive residential weeks. While the School is usually able to offer accommodation, this is subject to availability and the charges shown.

Accommodation charges cover 4 nights' accommodation and all meals from Monday night through to Friday lunch, including breakfast. The charge shown is a set charge which is payable even if the period of stay is less than 4 nights/5 days. Additional nights and meals will be charged at the individual rates shown. Weekend accommodation – if available – is on the basis of room only, with no meals after Friday lunchtime until Monday evening.

Union Conference

Each year in September Union holds a week-long conference to bring students and staff together from across the widely-spread Union family. This is considered to be a key, formational part of the Union experience and every effort should be made to attend, particularly for students who are coming to Union for the first time. Please book early to ensure you secure a place.

Charges for the Union Conference cover up to 3 nights' accommodation, and lunches and evening meals for 5 days (Monday lunch to Friday lunch). The charge shown is a set charge which is payable even if the period of stay is less than 3 nights/4 days. Additional nights and meals will be charged at the individual rates shown.

Payment for Union Conference charges

Enquiries for the Union Conference are made through the School's website. If the accommodation is available, you will be sent an invoice for the full amount of the applicable charges. The charges must be paid in advance of your stay, and your booking will only be confirmed when your payment has been received.



Growing leaders for growing churches

Annual Residential Accommodation: Tenancy Agreement

THIS TENANCY AGREEMENT, your online accommodation booking and the Information for Student Residents leaflet create legally binding obligations between the School and the Student, so please read them and make sure you understand and agree to them before you sign the declaration at the end.

This tenancy agreement is governed by the law of England & Wales which international students may find quite different from the law which applies in their own country. If necessary, students should take advice before signing the declaration at the end of this agreement.

Definitions:

Student

The recipient of this agreement

School

Union School of Theology, Bryntirion House, Bridgend, South Wales, CF31 4DX

Accommodation

A School bedroom to be allocated to the Student by the School

Accommodation Contents

The fixtures fittings and equipment in the Accommodation as listed separately

School Contents

The fixtures fittings and equipment at the School which are for students' use but which are not allocated to any student's room

Contents

The Accommodation Contents and the School Contents

Common Areas

Any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the School's property which are necessary for the purpose of gaining access to the Accommodation

Accommodation Fees

For all Campus Accommodation, the amount per year stated in the Accommodation Fees Sheet available on the Union website. This sum includes the price of the Services.

Arrangements for Payment of Fees

Each year, at the start of your programme, you will be invoiced for your accommodation fees. You must ensure that you pay your annual fees at the start of your tenancy unless an alternative arrangement has been agreed with the School.

Such alternative arrangements include payment by instalments. Payment by instalments will normally be either four equal monthly instalments by standing order, starting immediately after enrolment, or three equal instalments throughout the academic year, usually in September, January and April.

You will pay any surcharge applied by the School in the event that you pay any instalment after the due date.

If you encounter difficulties in paying your fees, please contact the Finance Officer: finance@ust.ac.uk as soon as possible. We will be as flexible as we can in the light of your circumstances, and we will discuss a payment plan with you individually.

Where you are being sponsored by another party (e.g. a church, trust, family or friend), it remains your responsibility to ensure that arrangements are in place for such payments in accordance with any agreed payment arrangements. Should any such expected funding fail to materialise for any reason, you remain responsible for the payment of all fees.

Tenancy Period

The period during which the Student is granted permission to occupy the Accommodation. Permitted occupancy dates are published in the Student Residential Accommodation Request leaflet.

Rights:

- (a) To occupy the Accommodation during the Tenancy Period
- (b) To use the Contents
- (c) To use the Common Areas
- (d) To use the Services

Services

- (a) Repair of the School fabric
- (b) Lighting and heating of the School
- (c) Hot and cold running water to the Accommodation and/or Common Areas
- (d) Electricity and/or gas supply to the Accommodation
- (e) Disposal of rubbish deposited in proper receptacles

1.0 Student's Obligations

1.1 To pay the Accommodation Fees to the School in accordance with the Arrangements for Payment of Fees.

1.2 To check the Accommodation and Contents and report any problems to the School's Site Services within 7 days of the start of the Tenancy Period.

1.3 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the School Contents and the Common Areas in a clean and tidy condition and not to damage them.

1.4 To leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) at the end of the Tenancy Period and to return to the School the keys/passes/entry cards to the Accommodation.

1.5 To allow the School, at reasonable times and after giving reasonable notice, to enter the Accommodation and Common Areas for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the School will aim to give 48 hours prior notice for planned maintenance work and 24 hours prior notice for other purposes.

1.6 To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the School or on the owners or occupiers of nearby property.

1.7 To comply with relevant Student Programme Handbook and Handbook of Policies and Procedures previously made available to the Student and available on the School website.

1.8 To report to the School as directed in the Student Handbook or the School website.

1.9 To report any damage or want of repair at the School or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.

1.10 To pay to the School all costs reasonably incurred in enforcing the Student's obligations in this tenancy agreement or arising from a breach of them.

1.11 Where damage or loss occurs at the School and it is not possible for the School (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss. The Student shall not be required to contribute to loss or damage which in the School's reasonable opinion has been caused by an intruder provided that the Student has complied with his/her obligations in this tenancy agreement relating to School security.

1.12 Promptly to send to the School a copy of any communication the Student receives which is likely to affect the School or the Accommodation.

1.13 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the School or which may be a fire risk or in any other way put the health and safety or security of others or the School's or other people's property. Any portable appliance must be in good order at the start of the term when the Student brings such appliance to the School.

The Student must within 3 days remove from the Accommodation, any appliance which in the School's reasonable opinion, is unsafe. Otherwise the School may remove it without further notice to the Student, charge any storage costs to the Student, and return it to the Student at the end of the Tenancy Period.

1.14 Not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door. Not to leave the School external doors open and unattended at any time. Not to leave the driveway gates open outside normal hours.

1.15 To take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and to participate in any waste recycling schemes operated by the School or by others.

1.16 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.

1.17 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the School or the Contents.

1.18 Not to bring additional furniture (including items such as fridges) into the School without the Site Services prior consent.

1.19 Not to use the Accommodation for any other purpose other than as a study bedroom. In particular, the Accommodation is not to be used to air or dry clothes.

1.20 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed in separate rooms subject to availability and prior booking with Site Services.

1.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others. To that end students are not permitted to bring to the Accommodation items of equipment which would be likely to cause a nuisance to others.

Students should exercise sensitivity to the views of others on the question of alcohol. Therefore, student common areas should normally be considered alcohol-free areas. Alcohol may be made available at public events held on campus if permission is obtained in advance from the Executive Director and non-alcoholic alternatives are also available.

1.22 Not to add to or change the telephone services to the Accommodation without the School's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.

1.24 Not to bring into the School any animal unless it is an aid for a person with a disability. The Student is required to notify the School in advance if an assistance animal is needed at School, as adjustments may need to be made to accommodate it. Students will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal causes.

1.25 Not to keep any vehicle or vehicle parts in any part of the School other than (a) bicycles in the designated cycle area By the Games Hut or (b) fully registered, taxed and MOT tested cars on the car park.

1.26 Not to cause any obstruction of the Common Areas.

1.27 Where the Student becomes aware of damage to the School caused by an intruder, to report the incident to the Site Services immediately or as soon as is reasonably practicable.

2.0 School's Obligations

2.1 To provide the Services, which include reporting procedures and response times for repairs, details of arrangements for refuse collection and expected clearance times for ice, snow and leaves from School grounds.

2.2 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used) and for cleaning Common Areas on designated days, to give the Student at least 48 hours notice prior to entering the Accommodation during the Tenancy Period.

2.3 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary.

2.4 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this tenancy agreement or where there is serious risk of harm to the Student, to others, or to the School's property.

2.5 To make available to the Student for inspection by prior arrangement the Universities UK Code of Practice for the Management of Student Housing (this document can be viewed online at <http://www.universitiesuk.ac.uk>).

2.6 To provide, before the end of the first week of the tenancy period information and advice on:

(a) The action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect.

(b) Health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of School and why cooking in the Accommodation is a safety risk and in breach of this tenancy agreement; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for misuse of fire equipment.

(c) How to get access to the Accommodation in the event of the Student losing keys.

(d) Cleaning schedules and students' responsibilities for cleaning (where applicable).

(e) The respective roles and responsibilities of the School and its resident students.

(f) Health, welfare, and guidance on communal living.

(g) Where to get advice on financial difficulties.

(h) Where to get counselling.

2.7 To give a receipt for any of the Student's property that is confiscated under the terms of this tenancy agreement.

2.8 To ensure that any staff or contractors requiring access to the Accommodation are appropriately identified.

2.9 To maintain any kitchen facilities in the School Common Areas in good order and repair, and keep any equipment there in proper working order.

2.10 To ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the School.

3.0 Other conditions

3.1 The Student is responsible for the conduct of any invited visitor(s).

3.2 The Student hereby authorises the School to use his/her personal data for all lawful purposes in connection with this tenancy agreement (including debt recovery, crime prevention and all matters arising from the Student's membership of the School).

3.3 The School accepts no liability for loss or damage to person or property unless the loss or damage is caused by the School's negligence or breach of its obligations in this tenancy agreement and personal belongings left at the School are at the Student's own risk.

3.4 The School is not liable to repair any damage caused by the Student unless the cost is met by insurance or by the Student (any excess on the policy being payable by the Student). This clause shall not apply where the School has an overriding statutory obligation to make the School safe.

3.5 The School may temporarily suspend use of the Common Areas if they are not kept in a clean and tidy condition by the students using them.

3.6 This tenancy agreement does not affect the disciplinary powers of the School.

3.7 The School is entitled, at the Student's expense, to remove from the Accommodation or the Common Areas any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this tenancy agreement. The School is entitled to remove any item left in School by the Student at the end of the Tenancy Period and shall not be obliged to return it to the Student.

3.8 This tenancy agreement is a student tenancy agreement under paragraph 8 of Schedule 1 to the Housing Act 1988.

3.9 Notices under this tenancy agreement must be in writing (which includes email) and the School's address for service is given on the first page of this tenancy agreement.

3.10 This tenancy agreement is not intended to confer any benefit to anyone who is not party to it.

3.11 This tenancy agreement and the policies referred to in it (together with the School term papers and policies) contains all the terms agreed to by the School and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the School's Site services department. The School will confirm any agreed variation to the Student in writing at the time the variation is made.

4.0 Termination of this Tenancy agreement

4.1 Unless the Student has made arrangements with the School for late arrival this tenancy agreement will automatically terminate if the Student has not taken up residence by Monday of the 2nd week of the semester, but the Student will be liable for the Accommodation Charge until the room is re-let or until the end of the tenancy period, whichever is earlier.

4.2 The School may terminate this tenancy agreement at any time by serving notice on the Student if:

- (a) Any payment is overdue by 21 days or more, or
- (b) The Student is in serious or persistent breach of any of the Student's obligations, or
- (c) The Student does not have status as a member of the School, or
- (d) If in the reasonable opinion of the School the health or behaviour of the Student constitutes a serious risk to him/herself or others or the School's or other people's property.

4.3 The Student may only terminate this tenancy agreement in accordance with this clause, and will remain liable for the Accommodation Charge until:

(a) The Student has given notice to the School's Site Services Department that he/she wishes to leave; and

(b) The Student makes payment for, or puts right, to the School's reasonable satisfaction any breach of the Student's obligations in this tenancy agreement.

Condition (b) in this clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the School's obligations in this tenancy agreement.

4.4 (a) The School reserves the right to relocate the Student to comparable alternative accommodation during the Tenancy Period where it is reasonable to do so. The Student will have the right to terminate this tenancy agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.

(b) Where the School relocates the Student because the Student is in breach of one or more of their obligations in this tenancy agreement (or where the relocation is made at the Student's request) the Student shall pay the School an administration fee of £35.

4.5 The School's acceptance of the keys at any time shall not in itself be effective to terminate this tenancy agreement while any part of the Tenancy Period remains unexpired.

4.6 The Accommodation Fees include a Facility Fee to cover the use of the library, Wi-Fi and other services.

4.7 Students must comply with Union's AUI (Acceptable Use of Internet) policy which will be provided to the Student and which is available from Site Services.

5.0 Shared Accommodation Contracts

5.1 The School shall not be obliged to relocate either student in the event that sharing students do not get on with each other.

5.2 Students in shared Accommodation will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.

Union School of Theology

Tenancy Agreement

Declaration

The School agrees to grant and the Student agrees to take a tenancy of the Accommodation for the Tenancy Period on the conditions set out in this tenancy agreement and other School policy documents.

Tenancy Period:

For the School:

Name:

Signature:

Date:

For the Student:

Name:

Signature:

Date:

This declaration must be completed by both parties prior to the commencement of the Tenancy Period.