

Important Arrival Information 2019/20

The following information guides you through the process for collecting keys and your arrival. Your room allocation is subject to the regulations set out in the [Residences Rules and Regulations Booklet 2019/20](#). These are the regulations that you have agreed to when accepting your [Licence Agreement online](#). Please read these carefully as they form part of your accommodation contract with the University. The Licence Agreement and Residences Rules and Regulations are governed by English law which international students may find is quite different from the law which applies in their own country, therefore you may wish to take advice if you feel you need it.

Please note that the copy of the Licence Agreement you have received attached to your 'Accommodation Offer Accepted' email is for your information only. You are not required to return a paper copy of your Licence Agreement to Accommodation Services if you have accepted your Licence Agreement online.

What do I need to bring to collect my keys?

A few days before your arrival you will receive an arrival text message and email. Your Residence Manager will ask to see either the email or text message before your keys will be released - so please keep this information safe.

Your Residence Manager will ask to see the following before issuing your keys:

1. Proof of identity (photographic ID) ie a passport or valid driver's license
2. A copy of your arrival text/email on your smart phone (or printed version)

Please check that your contact details are up to date in the [Accommodation Centre Hub](#) so you can make use of the above arrival information service.

Please note: If you are collecting keys for a studio flat your partner will be required to be present at the same time to sign for and collect the additional keys, please see section 6 of the Accommodation Allocation Policy in the [Residence Rules and Regulations](#) for further information.

When and where do I collect my keys?

Sunday 8 September 2019

Key collection for Sunday 8th will be taking place from the [Bishop Hall Reception Office](#) 9am – 5pm

Key Collection after 5:30pm can be collected from the [Security Office](#).

Can I get picked up from the Airport?

For the students arriving on Sunday 8th September 2019, our Student Ambassadors will be at Heathrow airport between 10:00am and 4:00pm* to meet you!

Please make yourself known to the Student Ambassadors if you are arriving on these dates, they will be wearing navy and white t-shirts and will be holding London Brunel International College signs.

If you are arriving outside of these dates and times, we will arrange for you to be collected by taxi and your taxi driver will meet you in the arrivals lounge.

*Times may alter depending on demand.

How to book

You must book a place in advance using the [Airport Transfer Booking Form](#) for the service to be arranged.

Useful links

[View my Licence Agreement](#)

[Campus room insurance policy](#)

[Campus map](#)

[Arriving by Car](#)

[Arrival Check List](#)

Request forms

[Request to arrive early](#)

[Request to arrive late](#)

[Cancel your room allocation](#)

Residences Ambassadors

Residences Ambassadors are students employed during term time throughout the year to help support and guide you towards having the best experience during your stay in Residences. You will have the opportunity to meet them when you arrive and can find them on [Facebook](#), [Twitter](#) & [Instagram](#).

Frequently Asked Questions

[1. What am I agreeing to by taking on-campus accommodation?](#)

You will need to submit your online booking form at least 2 working days before your departure to the UK. (So if you are departing on a Thursday, the last day you can use the online form is the Tuesday before. If you are departing on a Monday, the last day you can use the online booking is the Thursday before.)

Please ensure that you provide accurate information when completing the online booking form. Should any of your flight information change after your booking, you will need inform the Student Services Team via [email](#) as soon as possible.

Your transfer will take you from Heathrow Airport to Brunel University London's campus. If you are residing in private accommodation, you will need to make arrangements for transportation directly to that location from the University campus.

What if I cannot get to Brunel at the specified day/time?

If you are arriving when the Residence Office is closed please contact your **Residences Office** who will arrange for your keys to be collected from the Security Office.

If you are not arriving on the start date of your contract please complete a **[Late Arrival Request form](#)** to ensure that your room is not cancelled before your arrival. If you are planning to arrive before the start date of your contract please complete an **[Early Arrival Request form](#)** - early arrival is not guaranteed and is dependent on availability.

How do I pay my accommodation fees?

After you have arrived and settled into your campus room please refer to your Licence Agreement for fee instalment dates and amounts. The University prefers accommodation fees to be paid by Direct Debit, and you can **[set up a Direct Debit online](#)** before your arrival. Please see our **[Question and Answer Centre](#)** for more payment options.

What happens if I change my mind or would like to arrive after the start date of my Licence Agreement?

If you no longer require a room on campus please complete the **[online cancellation request form](#)** without delay to allow the Accommodation Centre to offer your room to another student. Please note that **[cancellation charges](#)** will apply. Please be advised if you cancel your accommodation or you fail to arrive at the start of your contract your room will be cancelled and your booking fee will be retained by the University. If you are planning to arrive after your Licence Agreement has started you will need to complete a **[Late Arrival Request Form](#)** online. For further terms and conditions please refer to the **[Residence Rules and Regulations](#)**.

Good luck with your studies and we wish you an enjoyable stay!

[2. I am under 18. Can I sign my Licence Agreement?](#)

[3. Do I need a printed version of the Licence Agreement?](#)

[4. Can someone else pick up my keys on my behalf?](#)

[5. Do we collect our keys and move our belongings in on the same day?](#)

[6. Do I have to move out during Christmas/Easter periods?](#)

[7. I won't get my visa in time for my course starting, what happens with my room?](#)

[8. What are the charges for cancelling a room or allocation?](#)

[9. How do I cancel my allocation?](#)

[10. What happens with my campus room if I withdraw from my course?](#)

[11. Can I move out of my room before the end of my contract and what will I be charged?](#)

[12. What happens if I don't get the type of room I asked for?](#)

[13. What are the nightly rates?](#)

[14. What happens to my booking fee for accommodation?](#)

[15. Can my parents stay in my room with me?](#)

[16. Is there a Hotel on campus?](#)

[17. Where can I eat on campus?](#)

[18. Do I need to get insurance for my belongings whilst in halls?](#)

[19. Can I get to know some of my potential 'neighbours' via Facebook?](#)

[20. Can I have internet in my room?](#)

Want answers to your questions 24/7? Visit our **[Question and Answer Centre](#)**