

## Application Form

Please complete all sections below in **BLOCK CAPITALS** and return with a passport photograph attached and €300 booking deposit. Please read the Licence Agreement and Student Code of Conduct before applying for accommodation.

### Personal Details

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: (Please circle) Male Female  
(Day/Month/Year)

PPSN: (Irish Students Only) \_\_\_\_\_ Nationality: \_\_\_\_\_

Additional Needs: (Please circle) Yes No

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

Name of College: \_\_\_\_\_

Name of Study Course: \_\_\_\_\_

Study Year: (Please circle) 1 2 3 4



### Student Contact Details (PLEASE WRITE IN BLOCK CAPITALS)

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Student Mobile Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

### Parent/Guardian Contact Details

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Telephone: Home/Work \_\_\_\_\_ Mobile \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

(If different from above)

Arrival Date & Time: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_\_\_  
(Day/Month/Year) (Approximate Time)

Office hours are 9am to 5pm Monday to Friday. If you wish to arrive out of these hours please arrange with the Office via email.

Parking Required: (Please circle) Yes No

Car Registration Number: \_\_\_\_\_

Please note: Free student parking is not guaranteed and must be pre-booked in advance. Spaces are limited and come on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Thereafter, the cost for

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student parking is €50 per month.

**€50.00 Bedding Hire:** (Please circle) Yes \_\_\_\_\_ No \_\_\_\_\_

The cost to hire bedding is €40 for the entire duration plus €10 deposit. This deposit will be returned to students only if the bedding is washed, ironed, folded and returned to the office upon departure. 1 x duvet, 1 x pillow, 1 x pillow protector, 2 x pillow cases, 1 x cover & 2 x sheets.

**€7.00 Towel Hire:** (Please circle) Yes \_\_\_\_\_ No \_\_\_\_\_

Towels must be washed, folded and returned to the office upon departure. 1 x bath towel, 1 x hand towel & 1 shower mat.

**Bedding/Towel Hire Payment Method:** (Please circle) Bank Transfer / Credit Card / Cash / Cheque

### Booking Details

**€300 Deposit Payment Details:** (Please circle) Bank Transfer / Credit Card / Cash / Cheque

Date Paid: \_\_\_ / \_\_\_ / \_\_\_ /  
(Day/Month/Year)

**Names of students with whom you might like to share:**

**Are you happy to share with? ...** (Please circle)

Males Only                      Females Only                      A Mixture of Male & Female

**Additional**

**Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please circle the accommodation you require in the Payment Schedule on page 4**

### Terms & Conditions

#### APPLICATION FORM

Please complete this application form FULLY including Passport Size Photograph and the PPSN (Irish Students Only). You and a Parent/Guardian will be required to sign a Licence Agreement and this must be returned to the office **before check-in**. Copies of this Agreement can be downloaded from [www.milligancourt.ie](http://www.milligancourt.ie) Students will not be given keys until a signed Licence Agreement has been received.

**Post Application Forms & Cancellations to:**

The Office  
Milligan Court  
Connaughton Road  
Sligo  
F91

**Email Applications Forms & Cancellations to:**

[info@milligancourt.ie](mailto:info@milligancourt.ie)

**Telephone Queries:** 071 914 6754

### DEPOSIT

The Deposit is payable to the bank details listed below or over the phone with credit/debit card, secures the booking and once you move in it acts as a damage deposit. The Deposit will act as credit against any Licence Fee arrears, bills owing or damage beyond normal fair wear and tear at the time you move out. Milligan Court will return the balance of the Deposit to you less any deductions within 8 weeks of the termination of the Licence Agreement. See Cancellation details on page 3.

### LICENCE FEES & PAYMENT SCHEDULE

**(€300.00) Booking/Damage Deposit:** With this Application you need to pay €300.00 which acts as a booking deposit and is retained as a damage deposit once You move in. The deposit is in addition to the Licence Fees. This Booking/Damage Deposit is retained for the duration of your stay.

**(€335.00) Utility Charges\*\***  
**(Included with first payment)**

This charge is included in the Licence Fee payments and it covers all costs and charges associated with the Property, Cable TV, TV License, Refuse, Building Maintenance, Unlimited Wi-Fi, Electricity Allowance etc. Each Property is metered for pre-pay electricity, and is topped up with an €85.00 allowance the day You collect the keys.

### **\*\*ELECTRICITY USAGE**

Your Property will be fitted with a Pinergy Pre-Pay Electricity Meter.

This will be topped up with your allowance the day You collect the keys. It will be your responsibility to add to this meter during the course of the year. You are encouraged to be as energy conscious as possible and note that the cost of electricity includes the Government Public Service Obligation Levy of approximately €5.00 per month. The office will supply you with a Top Up Card and/or the link to the Pinergy App where you can top after the €85.00 allowance per student occupier has been used up. You can purchase additional credit by topping up in local shops displaying a Payzone sign, online at [www.pinerogy.ie](http://www.pinerogy.ie), in the office or via the App. (Please see [www.pinerogy.ie](http://www.pinerogy.ie) for more information on energy conservation.) Electricity allowances are non-transferable and non-refundable.

### CANCELLATION POLICY

- *If You are not successful in the 1st round of CAO offers, You must cancel your application for accommodation **IN WRITING via letter and/or email** no later than **5pm on Monday 13<sup>th</sup> January 2020**.*
- *Cancellations by telephone will **NOT** be accepted.*
- *Cancellations must be sent by email to [info@milligancourt.ie](mailto:info@milligancourt.ie) Please note a €100.00 Administration Fee will be deducted from the Booking Deposit and the remainder refunded to You by cheque or bank transfer. Please provide your bank details and full postal address.*
- *Please note that refunded payments can take up to 20 working days.*
- *If You cancel your application for accommodation after the cut off point of 5pm on Monday 13<sup>th</sup> January 2020 as outlined above, **NO** refund will be issued.*
- *All Licence Fee payments are non-refundable. The Licence Agreement is for a fixed period and should you wish to depart earlier you will remain liable for all Licence Fees due until 22<sup>nd</sup> May 2020.*
- *No refunds can be made if You depart early.*
- *If You cancel your application for accommodation after having paid the first Licence Fee payment, the onus will be on You to find a suitable replacement student occupier before the next Licence Fee payment is due. Milligan Court has no obligation to find an alternative student occupier and You are liable to pay all Licence Fee payments until the end of the Licence Fee period.*

**PAYMENTS**

Preferred payment method is by bank transfer to the following account details:

- Agreement to the account of  
**Studium Ltd**  
**AIB Bank**  
**Capel St**  
**Dublin 1**  
**IE39AIBK93110157540183**  
**Reference: Student's Full Name**

International students may require the full bank address: AIB Bank 126 Capel Street, Dublin 1, Ireland

Cash, cheques and credit card payments are also accepted but cheques need to be paid **7 days before the payment due date**. Please make cheques payable to "Studium Limited" and write the Student's name and telephone number on the back of the cheque. Weekly or monthly payments are not accepted, and all Licence Fees are due on the payment dates specified on the Payment Schedule. All late payments incur a late payment charge of €50.00.

Licence Fees/Payment Schedule (The below prices include the €335.00 Utility Charges listed above but not the Deposit)

**Please circle the accommodation you require in the Payment Schedule below.**

Room Type	<u>TOTAL DUE</u>	Payment 1 Due by 13/01/2020	Payment 2 Due by 09/03/2020
2 Bed, 1 Bathroom Townhouse or Apartment -			
Single	<u>Single</u> €2,760	€1,800	€960
Twin Sharing (per person sharing)*	<u>Sharing</u> €2,040	€1,400	€640
Double or Twin (not sharing)	<u>Double/Twin</u> €2,880	€1,900	€980
3 Bed Apartment (2 singles with shared bathroom & 1 double en suite)			
Single (shared bathroom)	<u>Single</u> €2,760	€1,800	€960
Double or Twin en suite (not sharing)	<u>Double</u> €2,940	€1,950	€990
Double or Twin en suite (per person sharing)*	<u>Twin Sharing</u> €2,160	€1,100	€1,060
1 Double Bed Apartment (single occupancy/not sharing)	<u>€3,750</u>	€2,200	€1,550
1 Double/Twin Bed Apartment (per person sharing)*	<u>Sharing</u> €2,400	€1,700	€700
Luxury 2 Bed, 2 Bathroom Townhouses or Apartments -			
Single Room (own private bathroom)	<u>Single</u> €2,940	€2,000	€940
Double en suite (not sharing)	<u>Double</u> <u>Ensuite</u> €3,120	€2,200	€920

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Double or Twin en suite (per person sharing)*	<u>Double/Twin Ensuite Sharing €2,340</u>	€1,600	€740
2 Double Bedroom 1 Bathroom Apartment with Balcony	<u>Double €3000</u>	€1950	€1050
2 Bedroom 2 Bathroom Ground Floor Apartment	<u>Twin Sharing €2280</u>	€1600	€680
Twin en suite Room (per person sharing)			
Double en suite Room (single occupancy)	<u>Double €2940</u>	€1940	€1000
4 Bedroom Apartment	<u>Double Ensuite €2,940</u>	€1,950	€990
Double Ensuite Room (not sharing)			
Single Room	<u>Single €2,760</u>	€1,800	€960
Double Room (not sharing)	<u>Double €2,880</u>	€1,900	€980

### \*\*LUXURY ACCOMMODATION

Some Luxury properties but **NOT ALL** are more spacious, decorated and furnished to a higher standard, may have a washing machine, dishwasher, balcony, floor to ceiling windows, 2 bathrooms and some have an additional toilet.

### TENANCY DURATION & CHECK-IN DATE

The Period of Residency is from the 17<sup>th</sup> January 2020 up to and including the 22<sup>nd</sup> May 2020.

**Check-in date is from Friday 17<sup>th</sup> January 2020 from 9am to 5pm. Please confirm your arrival date and time and note that office opening hours are Monday to Friday 9am to 5pm. It may be possible to check-in and collect keys out of these hours but ONLY with prior arrangement.**

### 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 online or by contacting the Students Union.

### STUDENT CODE OF CONDUCT

**Please read the Licence Agreement and Student Code of Conduct which can be viewed on our website [www.milligancourt.ie](http://www.milligancourt.ie) or requested from the office.**

Should you be in breach of this Code of Conduct your parents/guardians will be notified and your period of residence may be terminated.

On signing the Licence Agreement you agree to abide by the Student 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.

*Thank you for applying for accommodation at Milligan Court*

*We will contact you with confirmation once the Application Form and deposit have been received*

*We will contact you again before 13<sup>th</sup> January 2020 to confirm receipt of the 1<sup>st</sup> Payment and to provide some information about the accommodation here at Milligan Court*