

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

Forename: _____ Surname: _____

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

PPSN: (Irish Students Only) _____

Nationality: _____

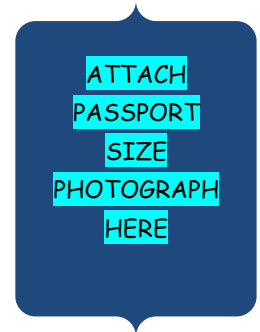
Additional Needs: (Please circle) Yes _____ No _____

Student ID/CAO Number: _____

Name of College: _____

Name of Course: _____

Study Year: (Please circle) 1 2 3 4



Student Contact Details (PLEASE WRITE IN BLOCK CAPITALS)

Home Address: _____

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 and closed at weekends. 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 1st come 1st served basis. Thereafter, the cost for student parking is €50 per month.

First Semester 2022-2023

€50.00 Bedding Hire: Yes _____ No _____

The cost to hire bedding is €50 for the entire duration and consists of 1 x duvet, 1 x pillow, 1 x pillow protector, 2 x pillowcases, 1 x cover & 2 x sheets.

€7.00 Towel Hire: Yes _____ No _____

Towel set consists of 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

Please complete this application form FULLY including **Passport Size Photograph and 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

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
Co. Sligo
F91XP7A

Email Applications Forms & Cancellations to
info@milligancourt.ie

Telephone Queries: 071 914 6754

First Semester 2022-2023

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. Deposits are registered with the Residential Tenancies Board (RTB). 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 4 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 secures your place at Milligan Court. The deposit is in addition to the Licence Fees. This Booking/Damage Deposit is retained for the duration of your stay.

Service 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 including, 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 €175.00 allowance the day you collect the keys.

****ELECTRICITY USAGE**

Your property will be fitted with a Pinery 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 year. You are encouraged to be as energy conscious as possible and note that the cost of electricity includes a standing charge of approximately €1.00 per day the Government Public Service Obligation Levy of less than €5.00 per month. The office will supply you with a Top Up Card and/or the link to the Pinery App where you can top after the €175.00 allowance per student occupier has been used up. You can purchase additional credit by topping up in local shops displaying a Pay zone sign, online at www.pinerygy.ie, in the office or via the App. (Please see www.pinerygy.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 22nd August 2022.***
- *Cancellations by telephone will **NOT** be accepted.*

First Semester 2022-2023

- *Cancellations must be sent by email to 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 22nd August 2022 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 30th December 2022.*
- *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:

Studium Ltd
AIB Bank
126-128 Capel St
Dublin 1
IE39AIBK93110157540183
Reference: Student's Full Name

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.

*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 Monday 5th September 2022 up to and including the 30th December 2022** Check-in date is **from 5th September 2022 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.

First Semester 2022-2023

Two Bedroom Apartment/Townhouse				(1-7,8-15,19-22)		
Room Type	Payment 1 due 19/08/22	Payment 2 due 14/10/22	Payment 3 due 25/11/22			Total
Single	950	735	700			€2385
Double	1050	750	730			€2530
twin	700	525	500			€1725
Three bedroom Apartment				(25 and 26)		
Single	950	735	700			€2385
Double Ensuite	1090	800	700			€2590
Double/sharing (own bath)	750	550	550			€1850
One Bedroom Apartment				(23,24,27,32, P)		
Luxury one bed Apartment (single occupancy)	1300	975	975			€3250
one bed apartment(sharing)	750	550	500			€1800
*Luxury Townhouse				(A,B,C,E,F, G,K,L)		
single own bathroom	1050	800	670			€2520
Double Ensuite	1050	850	760			€2660
Twin Sharing	850	550	500			€1900
Two Double bed, one bath with balcony				(D,J,M,29,30,31)		
Double	1030	800	800			€2630
Twin Sharing	760	550	550			€1860
Two Double Bed Ground Floor Apartment				(16,18)		
Twin Sharing	760	550	550			€1860

First Semester 2022-2023

4 Bedroom Apartment				H/I		
Room Type	Payment 1 due 20/08/22	Payment 2 due 14/10/22	Payment 3 due 25/11/22			
Single	950	735	700			€2385
Double	980	750	700			€2430
Double En-suite	1090	800	700			€2590

Licence Fees/Payment Schedule *(The prices include Service Charges listed above but not the Deposit)*

- *Please note there is an option to pay in monthly instalments, please e-mail the office to enquire.*

STUDENT CODE OF CONDUCT

Please read the Licence Agreement and Student Code of Conduct which can be viewed on our website 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 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 at the end of August to confirm receipt of the 1st Payment and to provide some information about the accommodation here at Milligan Court