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### So you have decided where you will be studying and chosen your course. Now it's time to start thinking about where are you going to be living.

The accommodation team at Milton Road Campus is happy to help and support you during your stay.

The first suggestion we will give regarding where you should be staying whilst studying would always be in your home. This is generally the most supportive and cost effective place to stay whilst studying.

However we do understand that this is not always possible and if you are looking to stay at Milton Road student accommodation then we are here to advise you on the processes, procedures and what to expect. The accommodation team at Milton Road Campus understand that this can be an anxious time for both students and their families. We hope by setting out the procedure clearly we will help with ensuring everything goes smoothly.

Firstly consider where your course is based. Edinburgh College has four main campuses and a number of smaller locations where courses run. If you are based at Milton Road then the student accommodation is ideal as you can almost hop out of bed and walk into class. Although this means you have no excuse for being late!

If your course is based at another campus, you can still choose to be based at the student accommodation at Milton Road. There are excellent nearby public transport links next to Midlothian campus via the rail network. Public transport can also be utilised for Sighthill and Granton campuses but both of these are further away from Milton road.

This booklet is a guide to applying for the student accommodation at Milton Road Campus. If you have are interested we would recommend visiting the accommodation to see if it is suitable for your requirements, before committing to an agreement. If you have any further questions please contact our accommodation team.

#### **CONTACT DETAILS**

The student accommodation is located next to Bolam House and the Club building at the Milton Road Campus.

All accommodation queries are dealt with via the Club reception.

#### Address:

Accommodation C/O The Club Edinburgh College 24 Milton Road East Edinburgh EH15 2PP

#### **Telephone:**

0131 344 7373

#### **Email:**

Accomodation.MIL@edinburghcollege.ac.uk

#### Website:

www.edinburghcollege.ac.uk/Student-Life/Accommodation

#### Office Hours:

Mon - Fri 8.00am to 8.00pm Sat & Sun 10.00am to 5.00pm

## ACCOMMODATION

The accommodation at Milton road campus comprises 100 standard single study bedrooms. It provides a safe, secure, clean and welcoming environment

Our accommodation is located in the southeast of Edinburgh close to Portobello and Musselburgh. A wide variety of local shops are useful for student supplies and it is only a five minute train ride or twenty minute bus ride to Edinburgh city centre.

In 2018, Edinburgh was ranked "the best place to live and study in the UK" (Royal Mail, 2018) and was rated the second best city in the world for excellent quality of life (Financial Times, 2017). Edinburgh has a large student population as it is home to Edinburgh College and also four universities. It is a fantastic place to study with lively bars, clubs and restaurants across the city centre.

The accommodation at Milton road provides a mix of traditional halls accommodation with bright and up-to-date facilities. The ground floor houses an open reception area, laundry, ironing room, and social area. The first and second floor of the halls at Milton road consist of single study rooms These are equipped with vanity areas, but are not en-suite rooms and share these facilities with the other residents within the accommodation. We do not let rooms without the minimum catering option of five evening meals per week during term times. There are small areas for students throughout the halls to make snacks which are equipped with toasters, kettles, and microwaves.

A number of students who decide to stay within our accommodation will be below the age of 18, therefore living independantly may be a challenge. To ensure the best possible start to residents' halls experience we will hold a number of meetings and advice shops within the first two weeks of term relating to many life skills and choices that impact a student's stay. These include budget management, sexual health, job seeking help, drug and alcohol abuse, personal safety and protection. Residents will also be appointed a member of the college team to be a liaison if they are under 18. There will be a member of the college staff available to contact 24 hours a day whether it be security, the accommodation team and student support team or a senior resident.

However we must advise that staying within a halls of residence is independent living and whilst as a college we aim to provide the best support we can the halls of residence at Milton road should not be thought of as assisted accommodation.

Students and parents must understand that it is independent living and ultimately the student must be capable of being responsible for themselves. We are not able to supervise and monitor students 24 hours a day and this would specifically apply to evening, nights, and weekends or whilst the student is away from halls or behind their own rooms closed door.



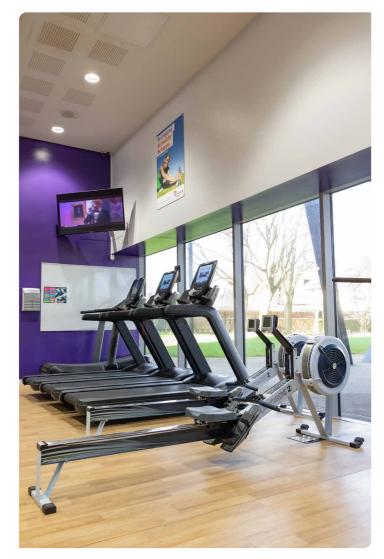
We also cannot provide medical support other than basic first aid when an emergency arises. We cannot act in loco parentis (in place of a parent) to students.

Because the halls are a mixed age range we stipulate that all students below the age of 18 are not permitted to consume alcohol within the accommodation. If the resident is 18 or over they can consume alcohol within their own rooms but not to excess. This prevents unwanted exposure of alcohol consumption to student under the age of 18 to this activity.

The study room package for students is as follows:

## Standard room Shared showers and toilets £6600 40 weeks (£165 per week)

- Standard Bedrooms are approximately ten square metres in size and have their own vanity units with wash hand basin.
- Rooms are vacuumed and dusted weekly
- Communal areas for students to relax, study and socialise
- Evening meals Monday to Friday (some dates excluded)
- Payment laundry system
- Rooms are fitted out with bed, wardrobe, drawers, chair and desk.
- Shared WC and shower facilities are located on each floor
- No surprise council tax, gas, electricity or phone bills to pay
- Basic pantries for snack preparation
- Off peak student membership of the club gym facilities giving access Monday to Friday 8am to 5pm



Call the Accommodation Team on **0131 344 7373** or email **Accommodation.MIL@edinburghcollege.ac.uk** 

Office opening hours: Mon - Fri 8.00am to 8.00pm Sat & Sun 10.00am to 5.00pm





#### **Rent Payments**

#### Guarantor

When tenancy documents are sent out it will need to be filled in by both your and a guarantor. A guarantor is usually your next of kin / parent. The role of your nominated guarantor is twofold, firstly the college will be free to discuss matters with your guarantor, such as issues you may be having or concerns we have. Secondly the guarantor will be agreeing to guarantee on your behalf payment of any rents due and /or any other charges you will be liable for, such as damage charges.

Guarantors will need to have been permanent residents within the UK for the past three years and will need to provide identification and proof of residential status.

#### **Advanced Rent Payment**

#### £660

Firstly in order to secure your room an advance rent payment of £660 will need to be made when submitting your tenancy documents. Remember this advance rent payment is not a deposit so you won't get this back at the end of the year. When this is received with your completed tenancy documents a room will be assigned to you.

#### The Advance rent Payment is not refundable.

Before making this payment and signing any agreement please ensure that you fully read through all the tenancy documents before committing to a room and the tenancy agreement.

#### **Payment Methods**

There are two options for making payments for rent:

#### **Direct Debit Payment**

This is by far the most popular option for making rent payments. It means that payments are spread through the year allowing the student to budget each month.

A direct debit is an instruction from a customer to their bank which allows Edinburgh College to collect rental payments directly from your account. The amount will vary depending on your specific payment plan. All direct payments come out of your account on the 1st of each month. Please ensure you budget for this date.

If you miss a payment then you may be charged a late payment fee and we will contact you to discuss the missed payment and then if payment is not resolved an invoice will be raised directly to your guarantor. If more payments are missed or debt is not resolved then you may lose your place within the halls of residence. Details are contained within the Tenancy pack.

#### **Full Year Payments**

The option of paying your rent in one lump sum before the 15th August at the beginning of the year sometimes suits students and parents who do not want to worry about budgeting their expenses during the college year.

If you are going to proceed with this option the full balance payment will need to be received before the 15th August.

## 1

### **Application**

**The** first stage of applying for a room in accommodation is filling out the application form. You can get the application form from the Club reception or download one from here:

#### www.edinburghcollege.ac.uk/Student-Life/Accommodation

Simply fill in the application form with all your details. You can supplement your application form with notes if special arrangements are required or if you are care experienced as this may have an effect on where we feel would best suit in room allocations.

Then post / email this back to the forwarding address on the form to the accommodation team. The address and e-mail addresses for the accommodation team are also at the front of this booklet as well as on the application form.

We would also recommend at this stage arranging a visit to the halls of residence and college facilities, so you can see if they if it suits you.

## 2

## Processing your application

When we receive your application for accommodation your details will be entered onto our database of students interested in the accommodation. We will then email you to advice on availability within the halls and whether we can send you out a tenancy pack or you will need to be added to our waiting list.

If a room is available a provisional reservation will be made for you and a tenancy pack sent out. This will have a deadline date listed, by which time all your tenancy documents and advance rent payment must be received. If the deadline presents an issue please get back in touch as soon as possible and we can see what arrangements can be made. If however we do not hear from you and your documents advance rent payment are not received by the reservation date, we will no longer hold a room for you and could assign it to other applicants.

We may also contact you to see if you have had a tour of the accommodation. The tenancy pack consists of a number of key documents that you must read through. These documents form what is called an 'agreement' between Edinburgh College, you the resident and your guarantor. It is very important that you read through and understand these documents.

Once you have read through the documents you should fill in the various details and choose which options best suits you. The appropriate forms together with your room reservation fee should then be sent to the accommodation team.

## 3

## Processing Tenancy Documents

When we receive the completed tenancy documents we will email the guarantor to confirm they will be acting as your guarantor and then process your reservation payment. You will then receive a confirmation e-mail to confirm everything is in order and a copy of your tenancy agreement signed by a representative of the college.

Please note: If any of the documents are missing or completed incorrectly we will contact you regarding this and highlight the problem.

We will not process any payments until all documents are correctly completed and the confirmation email is received from your guarantor.



### Moving In

We will send you details of you're moving in time and date via e-mail. In the run up to your move in day we will also begin to send you e-mails with information about your stay in accommodation such as fire procedures and your first weeks activities.



The accommodation at Milton Road is not a self-catering facility and has very limited options for the preparation of food.

Many of the college on site services will be brought back as a phased return in line with students being on campus. This includes the catering provisions on campus. The five evening meals that are part of the halls package will be delivered to campus and student can collect these between approx. 5.30 and 6.00pm from the food court in the club building.

Student will be able to choose their options and order the week prior.







### **SOME FREQUENTLY ASKED QUESTIONS**

### I am a care leaver/estranged from my family should I tell you?

The answer to this is definitely. The college is committed to providing the best experience for all its students but recognises the fact that students or have a care leaver background or who are estranged from their families may need some extra support.

If you're unsure what care leaver means then some basic guidance would be someone who has spent time in any of the following:

- foster care
- residential care (children's home)
- under special guardianship order
- supported accommodation

Generally if you have spent more than three months in one of the above then the term care leaver would apply to you and additional help and support may be available through the college student support and funding departments. But if you are unsure you can contact the college student services and they will be able to assist. If you let ourselves know we will also look at how best to allocate a room to you and what additional support we can help you with, whether that is with the application process, who can be your guarantor or when you are a resident staying in the halls.



#### For more information:

www.edinburghcollege.ac.uk/Student-Life/ Student-Funding-And-Fees

### I am looking at a course, but have not been accepted?

You can still apply for accommodation and we will arrange for a tour and talk about the facilities with you. It is not until you have completed your tenancy documents that you are committing to stay within the halls of residence.

Until you are sure you have a place on a course we would not advice completing the tenancy document and reserving a room. If you do commit and need to withdraw please ensure you do so before the 15 August 2021 so that we can reduce the costs you are committing too.

It's better to be prepared and see what options are available to you. So you can make an informed decision, rather than leaving everything until the last minute. But again – wait until you definitely have a place on your chosen course before committing financially to any accommodation.

#### I do not receive my exam results until August and I am unsure of the outcome?

We would advise much the same as above. Do as much preparation beforehand and register your interest with an application form. Get tenancy documents sent out,

We can't guarantee you a place, but this puts you in a much more informed position and reduces worry.

## What happens if I have paid my room reservation fee and then have to withdraw from the accommodation?

Notify the accommodation team straight away that you need to withdraw your application for accommodation. If you do this before the 15th August then you will only lose your initial advance rent payment. However if you notify the team after the 15th August you may be held liable for the full years rent payments unless another tenant can be found to take your place.

#### What furniture is in my room?

Your room will have a bed, a wardrobe, desk, chair and a set of drawers. Additionally there is an ironing room downstairs and hoovers are available for residents to use, lounges have televisions fitted and there are microwaves, etc. But please remember you will need to bring your own bedding, towels.

# What happens if I do not turn up for my move in date and withdraw from the course without telling the accommodation team?

You will lose your advance rent payment and you and your guarantor could be held liable for the full term of your tenancy.

### What if I have applied and still not heard from the accommodation team?

Please contact the team immediately to check that we have received your application and that it is being processed.

#### I am attending another College/ University can I still apply for accommodation with Edinburgh College?

Yes, we accept applications from all students no matter which College/University you are attending – although preference is always given to Edinburgh College students. **However please remember are term dates may be different to your educational Establishment.** and therefore our tenancy period may not suit you.

## The dates that the tenancy runs for are not suitable for my course, can I still apply?

Yes. We will look at the dates that you specify and see if we can accommodate you. The shortest period we will generally let out a room for is one complete term. Please contact the accommodation team to discuss this, but as a guide rates will be slightly more expensive for shorter stays.

#### I may need to move in earlier or later than you have specified?

We will endeavour to try and arrange a move in date that suits you. Please contact the accommodation team to see if this is possible.

## I may wish to stay over the summer period after the Tenancy Agreements ends?

We will off course endeavour to accommodate any requests but during the summer period the college have courses running that generally utilise all of the accommodation block provision. Please contact the accommodation team to discuss this matter and we will advise you of the availability. We would not consider these requests until May 2021.

#### Can I return home during term breaks?

The tenancy runs for the whole period of the college year. If you decide to move out for sustained periods, please let the accommodation team know for health and safety purposes. You will still be charged for this period. You must return home over the festive period as the Halls will be completely closed during this time and you will not have access.



Call the Accommodation Team on 0131 344 7373 or email Accommodation.MIL@edinburghcollege.ac.uk

## SOME FREQUENTLY ASKED QUESTIONS

#### What do I have to bring with me?

You will need to bring your own towels, cutlery and utensils. We also recommend getting a small under counter fridge (without freezer compartment) in case you want store anything cold and on that point an extra blanket may be advisable, this is Scotland!

#### What can't I bring with me?

In general you are not be allowed to bring anything into the halls which represents a danger to either yourself or others or is illegal. Some specific items which may not seem obvious are deep fat fryers, cookers, heaters, freezers, Air guns, Animals, large items of furniture, large quantities of flammable liquids – including paint remover.

The best way to find out is to ask before arriving and look through your tenancy which details some specific electrical items we allow and highlights the type of things we don't.

## My parents are coming to help move me in, can they stay in the accommodation?

If we have rooms available we can book your parents into a room for an evening, there is a charge for this. Please contact the accommodation team to ask about availability\*.

### Are there shops near the accommodation?

We are approximately five minutes' walk away from a very large Asda superstore and approximately ten minutes away from Fort Kinnaird Retail Park. Portobello and Musselburgh also have a number of local shops available to you.

#### Is there WIFI available?

There is Edinburgh college wifi coverage through all buildings on campus and you can access this within your accomodation, when you are fully matriculated as a student. We also have four computer terminals located in the foyer of the accommodation which you will be able to utilise. Each college campus also has a library or computer which you will have access to.

### What are the transport links into the city centre?

There is a very reliable service from the front of the college via the Lothian 44 bus, which also operates night buses. A rail link is available at Brunstane Train Station, which is two streets away from the campus.

#### Can I bring my own television?

Students are welcome to bring their own TV's but are responsible for having it licensed.

#### Can I bring my own Fridge?

Yes, although there are limits to the size of electrical equipment that you can bring into the accommodation (this is more specifically outlined in the tenancy pack), but we do allow small fridges in rooms, but they cannot have freezer compartments.

## Can I stay in the college halls flat briefly and then move out to private accommodation?

Nο

You cannot sign a college agreement and then leave after a couple of weeks. Short term agreements that can run for a term can be looked at for individuals, but these generally will not be agreed too until after the start of term

### Can I have guests staying in the halls?

If a guest wishes to stay overnight you can book them into the accommodation prior to their arrival. We have strict rules around who is allowed to stay within the halls and how many guests and the duration of anyone's stay. Specific details are within your tenancy guide book, but no one under 18 can stay as a guest, and a suitable room must be available as guests cannot share the resident's room.

If your guests are just visiting and not staying overnight then guests are expected to adhere the following hours of access

- Monday to Friday 5.00pm to 9.00pm
- Saturday to Sunday 10.00am to 9.00pm

Guests cannot be introduced into the accommodation after 8.00pm\*.

#### Does the room come with insurance?

No, residents who wish to insure their possessions must arrange for their own insurance.

#### Is my room cleaned?

Yes it will be dusted and vacuumed once per week\*. Residents are expected and responsible for keeping their rooms and communal areas in a tidy state. This is part of the process of moving away from home.

We expect residents to fully embrace the college recycling policy and empty their bins accordingly into the correct recycling bins in the downstairs foyer area. Vacuum cleaner & brushes etc. are provided for residents to use and can be requested from the halls offices.

## I have a medical condition that I need help with: can you provide support with this?

None of our staff are medically trained and therefore cannot give help with administering medication. However we will always try and see what can be done if specific storage needs are required. You can also consult with Student Services to see if this support can be arranged.

We will always try and help with specific needs but are limited in the support we can offer.

#### Can I smoke/vape in my room?

No.

All buildings at Edinburgh College do not allowing smoking or vaping. You can only smoke in designated areas on campus. There are two at Milton road.

### What happens if I withdraw from my course earlier than expected?

You will be required to write to the accommodation manager immediately to let him/her know that you are no longer a student. Generally one month's notice will be issued for leaving the halls of residence, but this would depend on circumstances. You will need to detail all the reasons why you are no longer a student and your faculty will need to confirm this also.

#### **Further Questions**

We hope that this information booklet has covered all the points you require about the accommodation at Edinburgh College Milton Road campus. If you have any further questions not covered in this booklet then please do not hesitate to contact the accommodation team directly. Please ensure that you have a tour of the facilities before deciding upon where you are going to stay.

\*Covid Restrictions may apply





### MILTON ROAD CAMPUS

# ACCOMMODATION GUIDE

#### Apply online:



edinburghcollege.ac.uk/ Student-Life/Accommodation



Accomodation.MIL@edinburghcollege.ac.uk



0131 344 7373

#### Office opening hours:

Mon - Fri 8.00am to 8.00pm Sat & Sun 10.00am to 5.00pm

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### For the future you want

Edinburgh College is a registered charity in Scotland. Charity number SCO21213

Our course portfolio and campus allocation may be subject to alteration.

