

YOUR STUDENT **HANDBOOK**



NOVA

PRIMA\VIDAE



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WELCOME

Hello. Welcome to Nova.

You're about to find out everything you need to know about your fabulous new home here in Nottingham. Feeling a little nervous? Don't worry – we'll keep you safe.

We want your stay with Collegiate to be a memorable one, so we've built in loads of great features that we know you'll love. We've also made sure that Nova is in a great location, so that you can get the very best out of Nottingham and your life at university.

Got any questions? Have a flick through this handbook to find out the answers. If there's anything you're still unsure about, our on-site staff will be happy to help.

The handbook also contains a couple of house rules. Don't worry – there's nothing too tedious. Just a few simple guidelines to ensure that you and your fellow residents at Nova can feel free, safe and ready to enjoy your university years.

So, grab a cup of tea, settle down in your cosy new home and let us guide you through life at Nova.

Read. Relax. Enjoy.

HELLO

Office contact details

You can get in touch with a member of the team in person, or by phone and email.

Telephone: +44 (0) 115 856 1145

Email: nova@collegiate-ac.com

Out-of-hours emergency contact

In the event of an emergency out of office hours contact +44 (0) 115 856 1145

Join us on Facebook

Join the Nova community on Facebook. Search '[Collegiate Nova Community 21/22](#)'

The main office address is:

Nova
67 Talbot Street
Nottingham
NG1 5HD

The email address you gave us when you booked will be how we contact you – so please ensure you check your messages regularly. If you'd like us to use a different email address, please let a member of our friendly accommodation team know and we will update your details accordingly.

There are plenty of notice boards dotted around the site to keep you up to date with what's going on in and around Nova, so please check them as you pass to keep up to date with all the exciting events.

Cycle store

If you're bringing your bike to Nova, you needn't worry about storage. Let a member of the accommodation team know you are keeping a bike here and you will be provided with a form to complete. Our secure cycle storage is located in the lower ground floor – please speak to the accommodation team for more information.

The Police recommend that you always leave your bike locked with two solid locks: one to secure the bike to a standby the front or back wheel and the other to go through the remaining wheel and the frame. That way there's no chance of returning to find that all you have left is a wheel!

Please note: we can't take responsibility for any loss or damage to bicycles left in the storage area. If there is a problem, please notify the police and the accommodation team.

Cycle store

If you're bringing your bike to Nova, you needn't worry about storage. Let a member of the accommodation team know you are keeping a bike here and you will be provided with a form to complete. Our secure cycle storage is located in the lower ground floor – please speak to the accommodation team for more information.

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Please note: we can't take responsibility for any loss or damage to bicycles left in the storage area. If there is a problem, please notify the police and the accommodation team.

Parking

There is no vehicle on-site parking for resident use. There are a number of car parks nearby.

Q Park

Talbot Street, Stanley PI, Nottingham NG1 5GG

Phone: 0115 941 5553

Mail

Your mail will be delivered to reception. If your parcels need signing for, a member of the team will be happy to do this. Please ensure you use your full flat address including room number on all mail delivered to us.

Please note that the accommodation team takes no responsibility for any loss or damage to parcels that have been signed for at reception.

Bus routes

Nottingham University

Campus	Bus Stop	Street Name	Street Distance	Walking Distance
Universe Park/ Medical School	Y4	Cathedral, Derby Rd	0.1 Miles	2 Mins
Jubilee	Y3	Cathedral, Derby Rd	0.1 Miles	2 Mins
Sutton Bonington	Y7	Tollhouse Hill	0.2 Miles	3 Mins
Kings Meadow	Tram - Toton Lane	Royal Central Tram	0.3 Miles	5 Mins

Nottingham Trent University

Campus	Bus Stop	Street Name	Street Distance	Walking Distance
City Campus	Walking Distance	N/A	N/A	3 Mins
Brackenhurst	K1	Kings Street	0.4 Miles	3 Mins
Clifton	Tram - Clifton (S)	NTU Tram Stop	0.2 Miles	2 Mins
Sutton Bonington	Y9	Tollhouse Hill	0.2 Miles	3 Mins

WE CAN FIX IT

Can't find your keys? Got a leaky tap? Whatever you need, we're here to help.

Lost your keys or locked yourself out?

These things happen, so don't worry. We can help: if you lose your key/fob/key card, we can replace it for a small fee. You just need to request a replacement from the accommodation office during office hours.

If you lose your key outside of office hours, you'll need to call the out of hours emergency line for a Student Warden to let you in, you will need to show them some ID. Once you're safely back inside, come to the accommodation office during opening hours to pay and collect a new set of keys.

If you've locked yourself out of your room during office hours, pop along to the accommodation office and a member of the reception team will assist you with accessing your room.

Keys are important and costly to replace, so keep them safe and remember where you left them.

Got a maintenance issue?

Things wear out and things get broken. It's part of life. But we want you to feel your smart Collegiate accommodation is always in tiptop condition, so that you can be proud of your home.

If something needs sorting out, simply tell the accommodation office and the repair will be carried out in accordance with an agreed schedule of priorities. A time will be arranged for our maintenance team to come and fix things. They will always knock before entering a bedroom and if you're not home, we will send you a confirmation email to let you know if they've been into your room. Rest assured, the problem will be solved quickly, conveniently and efficiently.

Need an emergency repair?

If you have an emergency maintenance issue, such as a burst pipe or a broken window, and it's outside of maintenance staff working hours, you can report it to our out-of-hours service and they'll immediately contact the appropriate person to rectify the problem.

If you have a non-emergency maintenance issue, such as a defective fridge/freezer, a blocked drain and so on, please hang on and report this to the accommodation office during office hours. These types of issues will be dealt with during the usual maintenance staff working hours.



YOUR RENT

For those students paying in Collegiate termly instalments for 21/22, your standard payment dates are:

1st Instalment due on or before 1st September 2021

2nd Instalment due on or before 5th January 2022

3rd Instalment due on or before 4th May 2022

These can also be found on page 4 of your tenancy agreement.

Please note that we don't accept cash, card or cheque payments on site. Payments are made via your online portal.

Remember: if you have chosen to pay by repeat card transaction, please ensure that you have sufficient funds available in your account at least one working day prior to the rent due date.

ARRIVING IN A NEW COUNTRY

Opening a bank account

You need to be in the UK to open a UK bank account, so make sure it's one of the first things you do once you get to Nottingham. It is the safest way to manage your money. Opening a bank account can take a week or more, so make sure you've got enough cash for your first few weeks here. To open a bank account you'll need to check individual bank requirements. Most will want to see your passport and introductory documentation from your university detailing your personal details and course of study.

Once your account's open, speak to your university or go to www.moneyadviceservice.org.uk for advice on budgeting and managing your money. The British Bankers' Association have a handy guide for international students. Check it out at:

www.bba.org.uk/publications/entry/international-students/leaflets.

Student Travel Reduction Cards

Want to see more of the UK during your university days? A 16-25 Railcard and/or a Coach Card can save you a considerable amount if you explore by train or coach. The 16-25 Railcard costs £30 for one year or £70 for three years, and gives you a third off your rail travel in the UK. To get this you will need proof you are a student, your passport and a passport-size photo. The card can be purchased at any train station ticket office. For further information see: www.16-25railcard.co.uk.

The Young Persons Coach Card can be bought at National Express coach offices or online. This card costs £10 for a year or £25 for three years and gives you 30% off all coach travel in the UK. To get one you simply need proof that you are a student. For further information see: www.nationalexpress.com/waystosave/young-persons-coachcard.aspx.

Mobile phones

Mobile phones are cheap to buy, but expensive to use, so be careful not to accidentally run up a big bill by spending hours on the phone to another country.

If you choose a contract, the phone will be cheap or free, but make sure you check the monthly payment and call charges before signing and remember that there's often a compulsory monthly charge. You will need an enrolment letter from your university to take out a phone contract.

Pay-as-you-go is the no-contract, no credit check, no-commitment, no-monthly bills way to get a mobile phone. However, you always pay a lot more to buy the initial phone and calls are generally more expensive than on contract mobile phones. On the plus side, you don't need to provide a proof of enrolment letter from your university.

For information on mobile phone companies and to see prices see: www.mobiles.co.uk.

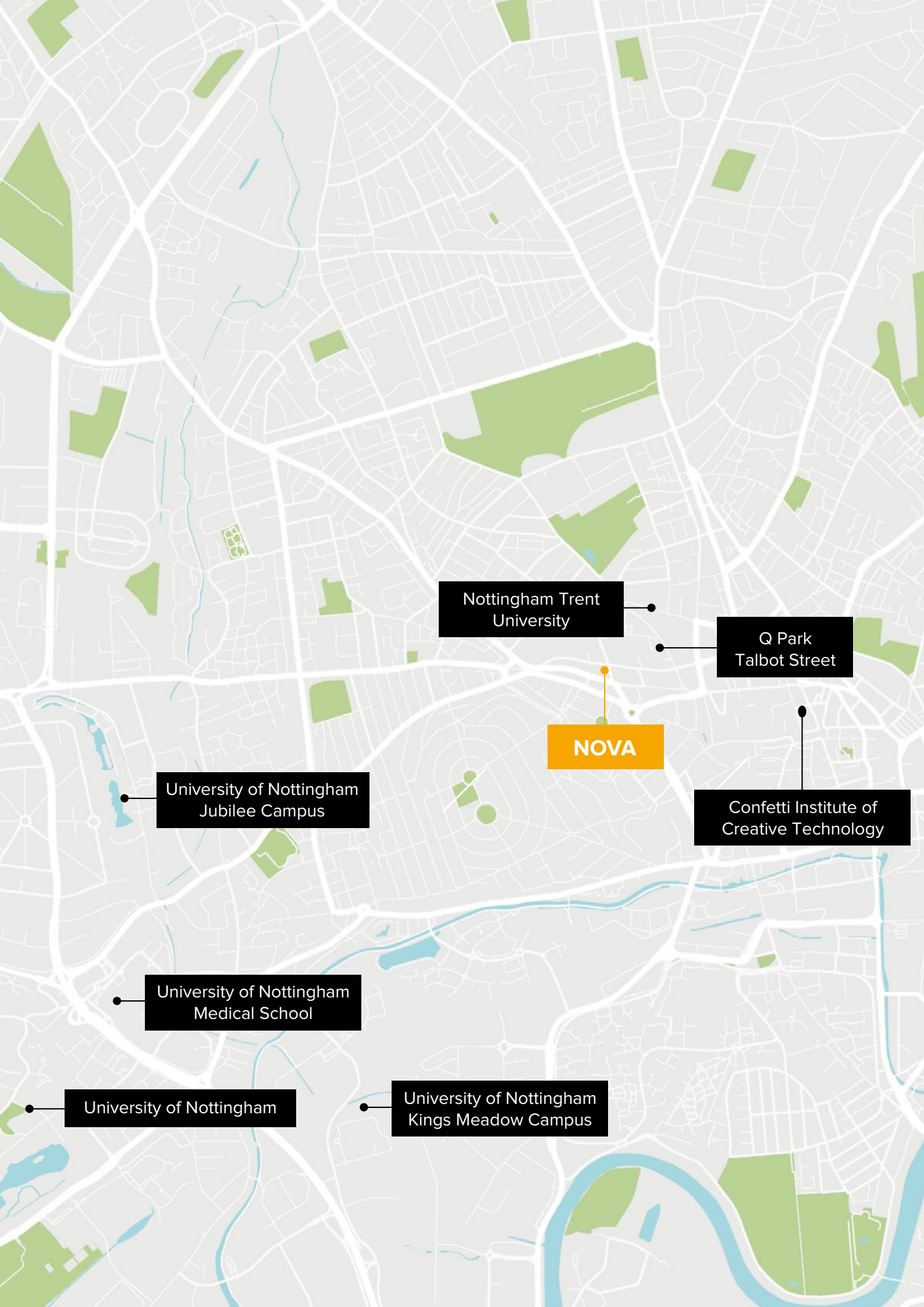


YOUR NEW COMMUNITY

Nottingham is a wonderful city to explore and your new home at Nova is perfectly located to allow you to do just that. Pop out for a bit of retail therapy in the bustling stores, a coffee and a cake in one of the many cafés or simply a stroll along the pretty River Trent to stretch your legs and enjoy the peaceful surroundings. You can marvel at the famous Nottingham Castle, among others – With so many different areas each offering new sights, sounds and experiences, you'll be amazed at how much is on offer whatever your tastes. World-class culture, vibrant nightlife, award winning dining, cafés, takeaway food outlets, inspiring heritage, fantastic shopping and acclaimed architecture are linked here.

To see an interactive map showing the locations of universities, banks, public transport, supermarkets and other local amenities, please visit: www.collegiate-ac.com/uk-student-accommodation/nottingham/.

Nottingham is packed full of beautiful parkland and fascinating museums, world class sporting venues, music venues and comedy clubs ensuring there is something for everyone as well as modern shopping streets and a great restaurant scene. It's a busy and vibrant city and a richly diverse mix of entertainment options for those who live there.



Nottingham Trent University

Q Park Talbot Street

NOVA

Confetti Institute of Creative Technology

University of Nottingham Jubilee Campus

University of Nottingham Medical School

University of Nottingham

University of Nottingham Kings Meadow Campus

LIVING TOGETHER

Communal student living is all part of the university experience. At Collegiate we think we've arranged things to ensure that you have a great environment, friendly people and a real sense of community. At the same time, you also have your own space. We want you to enjoy your time at uni to the full and to look back at it fondly when the time comes to move on.

Want to make the most of your time here? Our accommodation team will arrange events throughout the academic year to help you get to know your flatmates, relax and have a good time.

Keep an eye on our residents' Facebook group and the notice boards throughout the building.

Your on-site facilities at a glance

- Experienced and friendly on site management and concierge team to help with any queries about the city, transport and entertainment. They also arrange social gatherings and facilitate you meeting other students on site.
- Laundry room – coin operated.
- On-site private gym for residents' use only.
- In-house TV lounge with PS4 & X-box with games to borrow.
- Games room including table tennis and football table.
- Study room to cover all your study and relaxation needs.
- High-speed broadband and Wi-Fi throughout the building – stay connected all the time.
- Secure electronic access and CCTV – let us keep you safe and sound.
- All inclusive rates, including heating, lighting and water – makes budgeting simple.
- Room cleaning and other technology upgrades available on request - just ask a member of our team.
- Karaoke Room.

The gym

A simple swipe of your keycard gains you access to one of the best features here at Park House: a private gym available exclusively to our residents. Packed with the latest exercise equipment, the gym allows you to be active and support your physical and mental well being with minimum fuss, with all the convenience of it being literally on your doorstep.

Fancy a run? Treat your inner Mo Farah to a go on the treadmill. Want to go even faster? Then hop onto the exercise bike.

Whether you want to shake your stuff at Zumba or find your inner balance through Pilates remember that it's your gym to use how you want – so make the most of it!

When working out in the gym, please consider other users and respect their personal space. Stick to one station at a time, use earphones if you have music on and wipe down each station when you're done.

The gym is covered by CCTV at all times but please remember that when working out, your safety is your responsibility.

The gym is open 24/7, although management reserves the right to close the facility at any time, should the need arise.

TV Lounge

We think you'll love our TV lounge. We've included a large TV, which you can also hook your laptop up to if you wish. You can recline in style for one of our movie nights or settle down in comfort to watch a sporting event - the choice is yours! The TV lounge is also equipped with a PS4 & an X-Box and you can borrow some of the latest games from reception. Why not invite your friends round for a games night?

Please be considerate when using the TV lounge and ensure the equipment is not misused or damaged in any way. Simply leave it as you would wish to find it.

Study Room

Your room comes complete with desk area for hitting the books in privacy, but if you fancy a change of scene then why not catch up with your fellow residents in the study rooms to discuss ideas, compare notes and work through any challenging assignments. Study rooms are available 24/7, so you can study with your friends any time of day or night.

Please remember that others might like to work quietly while you are using the study rooms, so be aware and respectful of others while you are using the facilities. Please also do your bit for the planet and ensure everything is switched off when you finish and leave the room clean and tidy. If you have problems with any of the equipment please let the accommodation team know as soon as possible and we will sort it.

Games Room

University can be hard work and it's important to be able to switch off from time to time. With the fun-packed games room, residents can do just that, enjoying a variety activities from table tennis to football table.

Laundry

The laundry room is available for all residents to use. Please note, the machines at Nova operate using a top up card which is included in your check in pack .

All of the machines fully maintained and very simple to use. However, please note that the washing machines do not have a powder-dispensing drawer, so you'll need to purchase all-in-one washing and fabric conditioner tablets, which can be placed directly in the drum with your clothes.

Follow these simple steps to get started:

1. Make sure you have your top up card to hand.
2. Insert your coins into the machine.
3. Put your clothes and washing powder in.
4. Select the program you require.

You are now ready to do your laundry!

Please speak to the accommodation team for more information.



Internet

Broadband and Wi-Fi is available throughout the building, 24 hours a day, so you can stay connected at all times. Wired connections are available via an Ethernet cable connected to the wall socket in your room – simply open your web browser and follow the instructions.

For wireless connections, search for the ASK 4 WIFI network.

You can enjoy impressive speeds of up to 200Mb/s Wi-Fi.

We recommend using the wired connection if you want to watch digital TV. 4TV allows you to watch over 50 digital Freeview TV and radio channels through your device via the internet.

And if that's still not enough connectivity for you, upgrade options are available, up to 200Mb/s. Speak to a member of the helpful accommodation team for more info.

Your local amenities at a glance

The local area includes all of the following, which should cover most of your daily needs:

- Wagamamas - www.wagamama.com/restaurants/nottingham
- Revolution De Cuba - www.revoluciondecuba.com/bar/nottingham
- Red True BBQ - www.truebarbecue.com/nottingham
- Zaap Thai Street Food - www.zaaphai.co.uk/nottingham
- Tilt - www.tiltbar.co.uk
- Iberico World Tapas - www.ibericotapas.com/nottingham
- Rock City - www.rock-city.co.uk
- 400 Rabbits Tequila Bar - www.fourhundredrabbits.co.uk
- Las Iguanas - www.iguanas.co.uk/restaurants/nottingham
- Boilermaker - boilermakerbar.co.uk
- Hockley Arts Club - www.thehockleyartsclub.com
- The Pelican Club - www.thepelicanclub.co.uk
- Five Guys - www.fiveguys.co.uk/our-menu#tab-burgers
- Turtle Bay - www.turtlebay.co.uk/locations/nottingham
- Revolution Hockley - www.revolution-bars.co.uk/bar/nottingham-hockley

YOUR APARTMENT

TV

Flat-screen TV with 40 channels is provided in all of our rooms, If you've brought your own TV, just connect it to the TV aerial point in your bedroom, but please note that you are responsible for purchasing your own TV licence. This can be paid for weekly, monthly or yearly, by going online to: www.tvlicensing.co.uk.

Intercom

The intercom is linked to the main entrance. Friends and visitors can call your reception by pressing the buzzer, then you have to pop down to the front door to let them in.

Don't let anyone in that you don't know or don't recognize. If they're tenants at Nova then they'll have their own card to let themselves in and if they've forgotten their card they can call the accommodation team. We advise this for everybody's safety and security..

Heating

Heaters are controlled individually in your rooms. If you need any help with this, please speak to a member of the accommodation team.

Convection oven/microwave

Studio Kitchens have a convection oven/microwave. An instruction manual is provided, but if using the microwave function, please remember to take out the metal grill-stand as this will damage the appliance.

Induction hob

To use the induction hob, first turn on the main isolator situated on the wall next to the cooker. Some hobs have an integrated timer which will switch off after 20 minutes, to turn the hob back on, simply reactivate the main touch button on the hob.



The induction hob will only work with induction pots and pans. Please ensure when purchasing these items, that you check their suitability for an induction cooking service. Non induction pots and pans will not work and can cause damage to the hob.

The cooking extractor fan

The extractor hood should always be used when cooking to help prevent smoke and steam from activating the fire alarm. The hood has a light and three speed settings, which can be selected by pressing the buttons on the front.

What to do if your electricity goes off or a fuse goes in your room

If your electricity goes off, a fuse may have tripped in your apartment, please contact a member of reception who will be able to check this for you..

If a bulb has blown, the electricity will come back on but the light will remain out. Please inform reception, who will arrange to have the bulb changed.

If the electricity does not turn back on, it could be due to a faulty electrical item such as a hairdryer or toaster, so try unplugging any electrical items you were using when the electricity went off. If you cannot identify a faulty appliance, or the trip switch will not re-set, please report this fault to the office as soon as possible.

How to use the shower

Hot water is available 24 hours a day, 7 days a week.

The shower is controlled by two dials, one on either end of the control bar. The left dial turns the shower on/off and controls the water pressure. The right hand dial adjusts the water temperature. A safety button on the control bar stops the hot water from being accidentally turned up too high. If you want hotter water, simply press and hold down this button whilst turning the temperature control.

The bathroom extractor fan

The extractor fan and light in your en-suite shower room are controlled by the sensors to conserve energy and reduce environmental impact. Fresh air is constantly circulated through the ceiling extractor fan, even when the bathroom is not in use. The extractor fan will time out and turn off automatically when the bathroom light is off.



Windows

Every window has a restrictor on it. If you are on the ground floor, this is to ensure that no one can enter your apartment when the window is open. If you are higher up, the restrictor is in place for your own safety, so you can't fall out of an open window.

Storage

Storage space for bags and suitcases can be found under the bed so you can keep your room lovely and neat.

Room cleaning

You are responsible for hovering your room. Any resident in Nova can borrow a Hoover from reception during office opening times.

Refuse bins

There is a designated area for refuse located in the lower ground floor. There are large bins provided for general waste and recycling of plastics, tins and paper/card. They will be labelled accordingly. All rubbish must be put in our bins on-site, not the street bins.

What to do if you still need help

If you have any queries regarding your room or wish to report a maintenance issue, please visit reception. We are here for you 24/7. If you have a serious emergency (when the safety of you or your fellow residents is at risk or a serious maintenance issue such as a water leak, no electricity, or a broken window, has occurred) then please let us know straight away.

You can contact reception on 0115 856 1145 or our out-of-office emergency line on 07712 551 126

Top tips for getting on with your new flatmates

We want to ensure that everyone enjoys their time at Nova, so we ask everyone to stick to a few simple guidelines.

Respect each other's space

When using the communal areas please be mindful of others-. Wash up and wipe up after yourself to keep communal areas clear for your fellow residents- leave it as you would like to find it. **Smoking and vaping is strictly not allowed anywhere in the building.**

Be considerate about noise

Not Everyone shares your taste in music, and even if you love your latest playlist, the person downstairs trying to study might not appreciate a thumping ceiling. Try to keep noise to a minimum – if you can hear your music outside of your room, then the chances are that everyone else can too.

Try to be quiet coming in and out of your flat as well, especially at night when others might be sleeping. Remember that all doors in building are fire doors – so if you don't close them quietly, they will close themselves with a loud thud!

Handling anti-social behaviour

If other residents are behaving in ways that cause you concern, then in most cases the most effective way in dealing with the problem is to speak to them yourself, perhaps with others who are affected. If you don't find this helps, then you should speak to any member of the team at the accommodation office to take the matter further.

Accommodation office: 0115 856 1145 / Out-of-hours emergency contact: 07712 551 126

If it's anti-social behaviour that you believe warrants police action then please call the police when the incident occurs. Non-emergency police number: 101 / Emergency police number: 999

Your guests

Overnight guests are allowed in your room for a maximum of 3 consecutive nights.

The behaviour of any person you invite into your building, or room is ultimately your responsibility. You'll be held accountable if there are any complaints, or any damages caused by your guest(s), so make sure they behave as well as you do!

You must notify the Accommodation Team prior to your guests staying with you in order for us to account for them in case of a fire alarm.



STAYING SAFE AND SECURE

We're here for you

We want you to enjoy living at Nova to the full. We don't just provide first-class accommodation but also a first-class service. Our experienced on site accommodation team is here to offer all the support you need – and a member of the team is available 24-hours a day.

It's good to share

If university life isn't everything you hoped and you are feeling unhappy, don't let it get on top of you – talk to a member of our team. We are always happy to help and work in partnership with your university's pastoral care team to ensure you know how to get help and advice when you need it, so that you can get the most out of your time at uni.

Student Assistance Programme

We have partnered with Health Assured to provide you with a 24 hour helpline to support you through any of life's issues or problems. They are there to help with personal and professional problems that could be affecting your home life or student life, health, and general wellbeing. They are also able to extend their support to your partner and dependants. The helpline is available 24/7, 365 days a year.

Free 24 Hour Confidential Helpline: 0800 028 3766

Good health

If you're feeling unwell you can get an appointment with a doctor or nurse at the university's health centre. For out-of-hours health advice, you can call the NHS on 111 – but always get advice in person from a medical professional if anything persists or if you're worried.

Wellness

At Collegiate, we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home. All our Accommodation Managers and Assistant Managers are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities, so there will always be somebody on hand to support you.

Contents Insurance

By partnering with Endsleigh, the No.1 student insurance provider, we have arranged contents insurance for all of our students staying with us in our residence.

It is important that all students confirm their cover to ensure you understand what is and isn't covered. You can do this by downloading the MyEndsleigh app and registering.

Visit MyEndsleigh (link to here please: www.endsleigh.co.uk/student/confirm-your-student-cover/) to view what is and isn't covered, get claims support, personalise your cover, access rewards and access wellbeing support.



National Code Assured Accommodation

All Collegiate student accommodation in the UK is covered by the ANUK / National Code for accommodation owned or managed by non educational establishments.

Benefits for students

The most obvious reason for choosing to live in a development covered by one of the ANUK/Unipol National Codes is that they provide reassurance: Reassurance that the accommodation is safe and well managed; and reassurance that, should any problems arise, there exists a mechanism to help get them resolved.

Compliance with benchmark standards

Members of the Codes voluntarily agree to comply with benchmark standards that relate to both the physical condition of a building as well as its day to day management. This means that, amongst other things, students living within a building covered by the Codes can expect:

- Buildings that meet or exceed the local authorities fire safety requirements
- Sufficient bathroom and kitchen facilities.
- All repairs to be completed within agreed timescales.
- Advanced notification if managers need to access rooms and/or flats to undertake routine inspections or planned maintenance.
- Managers of buildings to act in a professional and courteous manner at all times.

HEALTH CARE IN THE UK

Non-emergency healthcare matters are dealt with by doctors known as General Practitioners (GPs), in local surgeries. You need to register with a doctor before you are treated, so do this within the first week of your arrival in Nottingham. You can register with a GP by going to the doctor's surgery and filling out a form. Names and addresses of doctors can be obtained from: www.nhs.uk.

You do not pay to register with or to consult with an NHS doctor.

Health and wellbeing – local contacts

GP surgeries in Nottingham

Nottingham Queens Medical Centre

Derby Rd,
Nottingham
NG7 2UH
12 Minutes by Bus
38 Minute Walk from Nova

Hospitals

Nottingham City Hospital

Hucknall Rd,
Nottingham
NG5 1PB
22 Minutes by Bus
52 Minute Walk from Nova

Dentists

Although dental treatment is available on the NHS, it is not always free. You can choose which NHS dentist you want to be registered with (it does not need to be the dental practice closest to your residence), but you need to be registered with a dentist before you receive treatment from them. To find a list of NHS registered dentists see: www.nhs.uk.

Local dentists in Nottingham

Student Health Centre

Nottingham Trent University,
Peel Street,
Nottingham,
NG1 4FW
7 minute Walk from Nova

Radford Medical Practice

Ilkeston Rd,
Nottingham,
NG7 3GW
11 Minute Walk from Nova

Other useful contacts

Samaritans | 0845 790 90 90 | www.samaritans.org

Student Loans Company | 0300 555 0505 | www.slc.co.uk

Sexual Health | 0131 536 1070 | www.nhs.uk/Livewell/Sexualhealthtopics

Victim Support | 0845 30 30 900 | www.victimsupport.org.uk

Alcoholics Anonymous | 0845 769 75 55 | www.alcoholics-anonymous.org.uk

British Pregnancy Advisory | 03457 30 40 30 | www.bpas.org

Debtline | 0808 808 40 00 | www.nationaldebtline.org

Drugs Advice & Helpline | 0800 77 66 00 | www.talktofrank.com

Keeping yourself and your flatmates safe

Follow these simple tips to ensure that you, your flatmates and your belongings are kept safe and sound.

Close your windows and lock your doors when you go out. Make sure that the door to the building and the door to your flat are kept locked at all times.

Never tamper with, cover, or move any fire safety equipment. Doing so puts yourself and others at risk. Anyone caught doing this will face eviction, so don't stand by and let others do things that put you at risk if you see someone else interfering with fire safety equipment.

Make sure you know what to do in case of fire and that you comply with any other health and safety regulations.

General Safety

Keep the main entrance doors locked at all times and do not prop them open.

Be aware of any strangers on the premises. It will take a while for you to recognise all tenants in the building, but if someone is acting suspiciously, let the accommodation team know. If it's out of office hours, call out-of-hours security (on 07496927189) or the police.

If your room is at ground level, do not leave your window open when you're not there, always make sure that you put any valuables out of sight and close your venetian blinds so that people can't see in.

Always carry your key card with you and never pass them to anyone else.

If you're worried about your safety or any security on site, please speak with a member of the accommodation team during office hours, or call the emergency out-of-hours contact on 07712 551 126 or the police.

Fire safety

It's vital that you know how to prevent fire and what to do if one happens. Please refer to the fire evacuation procedure notice located at the entrance of the building.

1. Know your escape route – it is shown on the fire evacuation procedure notice

- When you arrive in your new room make sure you know where the nearest fire exit is. Read the fire notices dotted around the building so that you know your escape route from other areas as well.
- Make sure you know where the evacuation assembly point is – details of this are located in your room and also in reception.

2. Keep access and fire exits clear

- If you notice any obstruction to fire exits, please let a member of the team know. Bicycles must not be kept in your room or in the way of an escape route.

3. Know what to do if a fire alarm sounds

- Refer to your evacuation procedure.
- Do not use the lifts.
- Make your way to the evacuation assembly point – location details are displayed clearly in your room and at reception.
- If you have left the building, do not attempt to re-enter until a member of the team or fire brigade has given you permission to do so.

Fire alarm

The fire alarm system is tested on a weekly basis. Test alarms last no longer than ten seconds. If the alarm lasts beyond this time, please carry out your evacuation plan.

General fire prevention

If the fire alarm activates then you **MUST** evacuate the building regardless of time of day. You **MUST** go immediately to the fire evacuation assembly point.

Do not misuse any fire fighting/prevention equipment, this equipment is there for your safety and the safety of others in the building. It is essential that it is always in full working order. The equipment in your apartment will be checked once a week by the accommodation team.

Please do not tamper with any smoke detectors. In the event of tamper, you will have to pay for an engineer to ensure that it is still in full working order. It can cost £250 or more for a call out.

Do not bring furniture into your room or kitchen that has not been pre-approved by the accommodation team. This is to ensure that it complies with Health and Safety standards.

Do not prop open fire doors.

There is no smoking in any part of the building. Please do not smoke next to the front entrance where people regularly walk past or next to someone's window. Always put your cigarette ends in the bins provided.

Do not let combustible waste build up in your bedroom or kitchen. The following items are not permitted due to being a fire hazard:

- Chip pans
- Deep fat fryers
- Halogen lights
- Candles and oil burners
- Fireworks
- Barbeques
- Incense burners
- Other naked flames



GOOD HOUSEKEEPING

Clean Living

Your Kitchen

None of us like domestic chores, but it's important that your kitchen is kept clean. We'll be making regular checks (don't worry, we'll let you know beforehand when they will be) and we'll let you know if your kitchen fails any inspection.

Your Room

It's up to you to keep your room and bathroom clean. Our regular checks are to ensure that they meet our health and safety standards. If they fall below standard, you'll have 24 hours to clean them up or risk a charge.

Please remember:

- Please don't use abrasive cleaning products.
- Please don't put up posters or pictures other than on your notice board.

Your Bathroom

It is important that you regularly clean and disinfect your shower head. This helps to control and manage the risk of exposure to legionella. You can find bathroom friendly detergents and disinfectants from any shopping stores including Tesco, Morrisons, Asda's, Sainsbury's, Lidl's & Aldi's. Also please don't forget that you should not use hair or clothes dye in the bathroom as it will stain the shower pods!

Green living

We can all do more to make the planet a greener place, starting with how we behave in the home. Please help us make Nova a greener place by ensuring we're more energy efficient around the development.

- Lights – always switch off if you're not using a room.
- Recycle – recycle as many waste items as you can, such as glass, plastics and cardboard, by using the recycling bins on site.
- Heating - Turn the radiator off when leaving your apartment.
- Be a user – Freecycle groups match people who have things they want to get rid of with people who can use them. Find your nearest freecycle group at: www.uk.freecycle.org
- Book swap – you can re-use other people's textbooks and let them use yours for free on sites like: [www. PaperBackSwap.com](http://www.PaperBackSwap.com). All you have to pay for is shipping. You can also buy second hand books from Amazon: www.amazon.co.uk.
- Water – turn off the tap while brushing your teeth to conserve water. And when boiling a kettle, save electricity and water by never boiling more water than you need.
- Reuse paper – before you throw away that page you printed by mistake or that paper covered in editing marks, how about using the other side to take notes in class, or chop it up to use as shopping lists and reminder notes?
- Turn off your computer – reduce your energy consumption by turning off your computer when you're not using it.
- Be thrifty – instead of buying an expensive new outfit or gadget, you can save some cash and help out the environment by shopping at a local charity store. Charity store shopping is another form of recycling – you reduce the energy used by factories to make new items, as well as picking up some great, vintage bargains for your wardrobe.
- Spend less time in the shower – cut down your shower time by just two minutes to save water and electricity. It also means you can enjoy an extra two minutes in bed every morning!
- Go paperless – save trees by going online and changing your bank account and any credit cards to paperless billing.
- Reuse your bags – avoid plastic bags by purchasing a couple of reusable shopping bags. They can be used for everything, from food shopping to carrying your lunch, books or even a laptop.
- Recycle your old mobile phone – earn cashback when you upgrade your phone by visiting: www.moneysavingexpert.com/phones/mobile-recycling.
- Consolidate your hair care products – buy 2-in-1 shampoo and conditioner to halve your hair product waste.
- Wash clothes at a cooler temperature – modern washing powder means that 30 degrees should be plenty warm enough for your clothes. You'll save electricity and your clothes will last longer due to the reduced heat damage that they suffer.



YOUR CONTRACT

Your contract with us is legally binding so please make sure you're clear on its terms and conditions. Here's an overview of some of the key facts:

You are bound to the full contract period – if you leave before the contract ends you will not receive a reduction in rent.

You must pay your accommodation fees on the due dates stated on your contract – outstanding debts will eventually be passed on to an external debt collecting agency. Once your debt has been passed on to the agency, you will be liable for all legal charges.

The Collegiate team may need access to your room for room inspections, maintenance and repairs, as well as for showing prospective students around during open days. We'll always give you at least 24 hours' notice (unless it is impractical to do so).

Collegiate does not accept liability for the loss or damage to any resident's property, whatever the circumstance. Contents insurance with Endsleigh (www.endsleigh.co.uk) is included in your rent. Please refer to your Endsleigh leaflet for upgrade options.

If you're unsure of your full legal obligations, please double-check your contract agreement and let us know if you have any queries.

MOVING OUT

Changing rooms

We want to ensure you are 100% happy during your stay with us, so if for any reason you're unhappy with your room, you can apply to change it with the accommodation team. Please bear in mind that during the first few weeks of term, almost all of our rooms are occupied or allocated to students, so a room change in the first two weeks might prove tricky. Instead, bear with us and try to settle in and get to know your new flatmates and home.

We've found that most students settle in within the first few weeks, make friends and then don't want to move, but if you really feel you would like to change rooms, let the accommodation team know and we'll do our best to find you a more suitable room as soon as we can.

Moving out at the end of your tenancy

We are always sad to see our residents leave, but we know that all tenancies have to end at some point.

As a condition of your contract, you'll need to book and meet a member of the team for a check-out inspection. There are a few requirements for your last day:

- Please leave your keycard on the study desk upon departure
- Please make sure your room and en-suite are clean before you leave

Protecting your personal information

Collegiate is committed to protecting and respecting the privacy of all parties with which it comes into contact.

You have a number of rights and protections under Data Privacy Law and Regulation. From the 25th May 2018, this is governed across all EU member states by the introduction of the General Data Protection Regulation (GDPR).

For more information, and to read our full Privacy Notice, please visit our website on <https://www.collegiate-ac.com/privacy-policy/>.

For questions, you can contact us at dpt@collegiate-ac.com.

Extra charges for damage/cleaning

Here is a rundown of charges for any damage to items or additional cleaning necessary due to a tenant's behaviour:

Your kitchen	Price
Extractor fan	£300
Combination oven	£500
Hob	£500
Kitchen work surface	£1000
Vinyl floor	£700
Dining stool (per stool)	£80
Redecorate walls	£50 per wall
Redecorate ceiling	£100
Fridge freezer	£500
Fire blanket	£50
Privacy blackout blinds*	£700
Blinds/Window dressings	£200
Television	£500
Remote control	£50
Radiator/Wall heater	£350
General damage to walls	£250
Lights and fittings	£350
Smoke detector	£120
Fire extinguisher*	£100
Sofa	£200 per one seater sofa
Bin	£50
Dishwasher*	£400
Cupboards/doors/hinges	From £50 depending on damage

Your bedroom	Price
Bed	£250
Underbed storage	£150
Mattress	£250
Study chair	£90
Desk	£200
Wardrobe	£300
Book/Folder shelves	£150
Privacy blackout blinds	£200
Vinyl floor	£700
Window	£1200
Radiator/Wall heater	£350
Redecorate walls	£50 per wall
Redecorate ceiling	£100
Bedroom door and fittings	£300
Notice board	£50
Lights and fittings	£350
Smoke detector	£120
Mirror	£100
Coat hooks	£20
Sofa (bean bag)	£200 per one seater sofa

Cleaning your room	Price
Bedroom- general clean	£50
Entire studio inc bathroom	£65
Ensuite bathroom clean	£25
Cooker extractor clean	£30
Bedroom flooring	£30
Shared kitchen	£110 (split between all flatmates)
Removal of rubbish	£15 per black bin bag
Shower cubicle – mould removal	£70

Your bathroom	Price
Shower	£250
Glass shower door	£250
Mirror	£100
Shaving point	£120
Towel rail	£10
Toilet roll holder	£10
Toilet	£150
Toilet seat	£40
Vinyl floor	£700
Sink and taps	£200
Lights and fittings	£350
Door and fittings	£350

Your flat corridor	Price
Front door and fittings	£350
Intercom	£150
Door lock	£120
Redecorate walls	£50 per wall
Redecorate ceiling	£100
Lights and fittings	£350
Smoke detector	£120

Other items	Price
Replacement key card	You will be charged the exact cost of a replacement.
Laundry card	
Letterbox key	
Letterbox lock	



COMPLAINTS HANDLING AND APPEALS

Complaints will be subject to the ANUK complaint procedure and subject to independent appeal and referral up to the ANUK committee on standards to ensure we have an open, fair and transparent process. We would also notify any affiliated university in our monthly written reports and deal with any major complaints through our routine daily and weekly liaison.

Collegiate Complaints Procedure

Collegiate is responsive to the needs of our students and visitors and welcomes comments and complaints as a means of improving services. We won't necessarily be able to change the things in the way that you would like or always meet your needs but we will always be able to give you an explanation of how a decision has been made. Collegiate will always be professional and courteous in dealing with complaints and we will try to be as quick as we can in responding to you.

Collegiate is a large community and it is inevitable that from time to time complaints arise. This procedure explains:

- How to make a complaint
- How you can expect us to deal with it
- What you can do if you are unhappy with our response

Informal

If you have a complaint, in the first instance please discuss this with a member of the accommodation team in person or with the Collegiate central management team to try and resolve the matter swiftly. If you do have a complaint you should let us know as soon as possible and within eight weeks of the event or lack of action, about which you are complaining. Your complaint will normally be acknowledged within 48 hours (excluding weekends, public holidays and official university holidays) and responded to fully within five working days of the receipt of the complaint. If circumstances mean a full response is likely to take longer we will inform you and keep you informed of the process.

Formal

We know that you will love living in your new home, however we know that sometimes the unexpected happens. If you are unhappy with any element of living with us the quickest and easiest way to let us know and get a resolution is by speaking to your friendly accommodation team. If you remain unhappy with the situation and would like to escalate your complaint the following procedure must be followed to ensure it can be fully investigated:

Phase 1

Let us know why you are unhappy and what you think we can do to fix this for you, by emailing the property management team for your building you live in nova@collegiate-ac.com. To ensure we can identify this communication as an official complaint please Subject your email as 'Official Complaint'. Our Accommodation Manger will acknowledge the complaint within 48 working hours and deliver a full respond within x7 working days in writing.

Where a parent of a tenant is making a complaint then the tenant must confirm in writing that this constitutes their representative, without this we are unable to proceed further and it will delay the timescales of this process

Phase 2

If you are unhappy with the outcome from our Accommodation Manager please email us at tenants@collegiate-ac.com

Please tell us what part of our Manager's response you are unhappy with and what your desired outcome is. To ensure we can identify this communication as an official complaint please Subject your email as 'Official Complaint'.

Where a parent of a tenant is making a complaint then the tenant must confirm in writing that this constitutes their representative, without this we are unable to proceed further and it will delay the timescales of this process. We will acknowledge your complaint within 48 working hours and receive a response from a Senior Manager within x14 working days.

Phase 3

If you are unhappy with outcome of Phase 2 and you feel that we have broken the ANUK National Code of Standards you may contact this third party regulator to independently investigate your complaint. It is important to note that unless you have undertaken Phase 1 and Phase 2 of this process you will not be able to progress with Phase 3. Details for making a complaint with ANUK can be found at www.ANUK.org.uk

Confidentiality

All complaints will be dealt with confidentially though enquiries may have to be made to investigate the matters that are the subject of the complaint. The effectiveness of any complaints procedure depends on the university being able to collect appropriate information from the parties involved in order to investigate the matter properly. For this reason, anonymous complaints will not be dealt with.

Harassment

Collegiate seeks to create a residential environment which is free of harassment and which protects the dignity of students and staff irrespective of their gender, sexual orientation, racial or ethnic background, religion or disabled status. It regards sexual, racial or personal harassment very seriously and requires all students and staff to observe its policy in this area.

Students who believe they are experiencing harassment within their accommodation are advised to raise this with their warden in the first instance. You can also contact the Equality and Diversity Office, or the Students Union Advice Centre.

Equality and diversity

Collegiate – committed to equal opportunities

Managers of Collegiate’s premises will ensure that all accommodation allocation procedures comply with applicable equal opportunities policies.

Where no equal opportunities policies exist, managers will ensure that no person or group of persons is discriminated against or unfairly treated because of their race, colour, ethnic or national origin, gender, disability, appearance, age, marital status, sexual orientation, social status or any other factor.

As part of its commitment to assisting persons with disabilities, Collegiate will ensure that charges for rooms adapted for use by students with disabilities do not exceed the standard room rate for the building in which they are located.



Want to know more?

If you would like to know more about Collegiate’s commitment to equal opportunities, please contact us by emailing tenants@collegiate-ac.com or calling +44 (01) 235 250 140.



FIRST CLASS REDEFINED

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