

A person wearing a blue t-shirt and dark jeans is sitting on a grey sofa. They are holding a smartphone in their right hand and a large white sheet of paper in their left. In the background, there are several cardboard moving boxes, a round black clock showing the time as approximately 10:10, and a green leafy plant. The scene is set in a room with light-colored walls and a grey sofa.

# MOVING IN GUIDELINES



**UNIVERSE.CITY**  
SHAFTESBURY HALL



# WELCOME TO SHAFTESBURY HALL FOR THE 2020 - 2021 ACADEMIC YEAR.

## HELLO

We are really looking forward to welcoming you to Shaftesbury Hall in a few weeks, and just to ensure you have all the information you need before you move in, we have put together some helpful guidelines.

Move in week at Shaftesbury Hall will start from the first day of your contract for 7 days. You will be able to book a time slot on their online portal, and you will be given information on how to do this by email. If you need to move outside these dates or outside the time slots available, please contact our residence team directly to arrange your arrival.

Please ensure you bring some photo ID with you when you arrive (a passport or driving licence will be perfect).

## TRAVELLING

If you need advice on how to get to your accommodation, or help with the closest car park then please contact [shaftesburyhall@collegiate-ac.com](mailto:shaftesburyhall@collegiate-ac.com) and the accommodation team will be able to help.

## CAR PARKING

You can park at the Westgate Street car park, which is 3 minutes by car or a 5 minute walk.

## OUR COVID-SECURE PROMISE

The most important thing to us here at Collegiate has always been, and continues to be, the safety and wellbeing of our tenants and staff.

After the events of 2020, we are even more committed to creating the most safe and secure environment possible that you can be proud to call home.

As a result, we have made some positive changes to our Check-In process, as well as how the site operates, so that you can feel happy and secure in your new home.

## CHECKING IN

### **Prior to Check-In**

To make your Check-In process as smooth as possible, you will be required to complete the following on your Collegiate Portal:

- Sign your Tenancy Agreement
- Send copies of student identification documents
- Pay your rent amount as per your contract
- Read and sign your Welcome Information

### **Allocated Check-In slots**

Next you will be able to book a Check-In slot on a first-come first-served basis.

## **Check-In at your Accommodation**

On the date and time of your Check-In Slot you will be guided by your friendly site team to the Check-In desk where you will be given your keys to check in to your new home.

## **Designated Service Stations**

If you have any questions during your Check-In day please head straight to your Customer Services Desk on site where our team will be on hand to answer any questions.

Signage and more information regarding the location of this will be given at your accommodation on the day of your Check-In.

# **YOUR HOME**

## **Enhanced cleaning**

We have enhanced our thorough cleaning protocols even further to keep your new home Covid Secure. The entire accommodation site will be fully sanitised before check-in and high traffic areas such as stairwells, lifts and communal areas will be given extra attention.

Extra Cleaning services are available for you to purchase via your Collegiate Portal to assist you with keeping your apartment, including communal areas.

## **Communal Areas**

We are pleased to announce that all communal areas will be open!

The necessary adjustments have been made to allow for social distancing with your safety in mind and we will continue to monitor this in line with government guidance.

## **Hand Sanitising Facilities**

Automatic hand sanitising stations will be located around the site for you to use.

# OUR STAFF

## **Training**

We exceed the industry standard for training; our accommodation staff are all fully ANUK trained and have undertaken specific Covid-19 awareness training which ensures they have a full understanding of coronavirus and how to reduce its spread.

## **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.

## **Making New Friends and Building a Community**

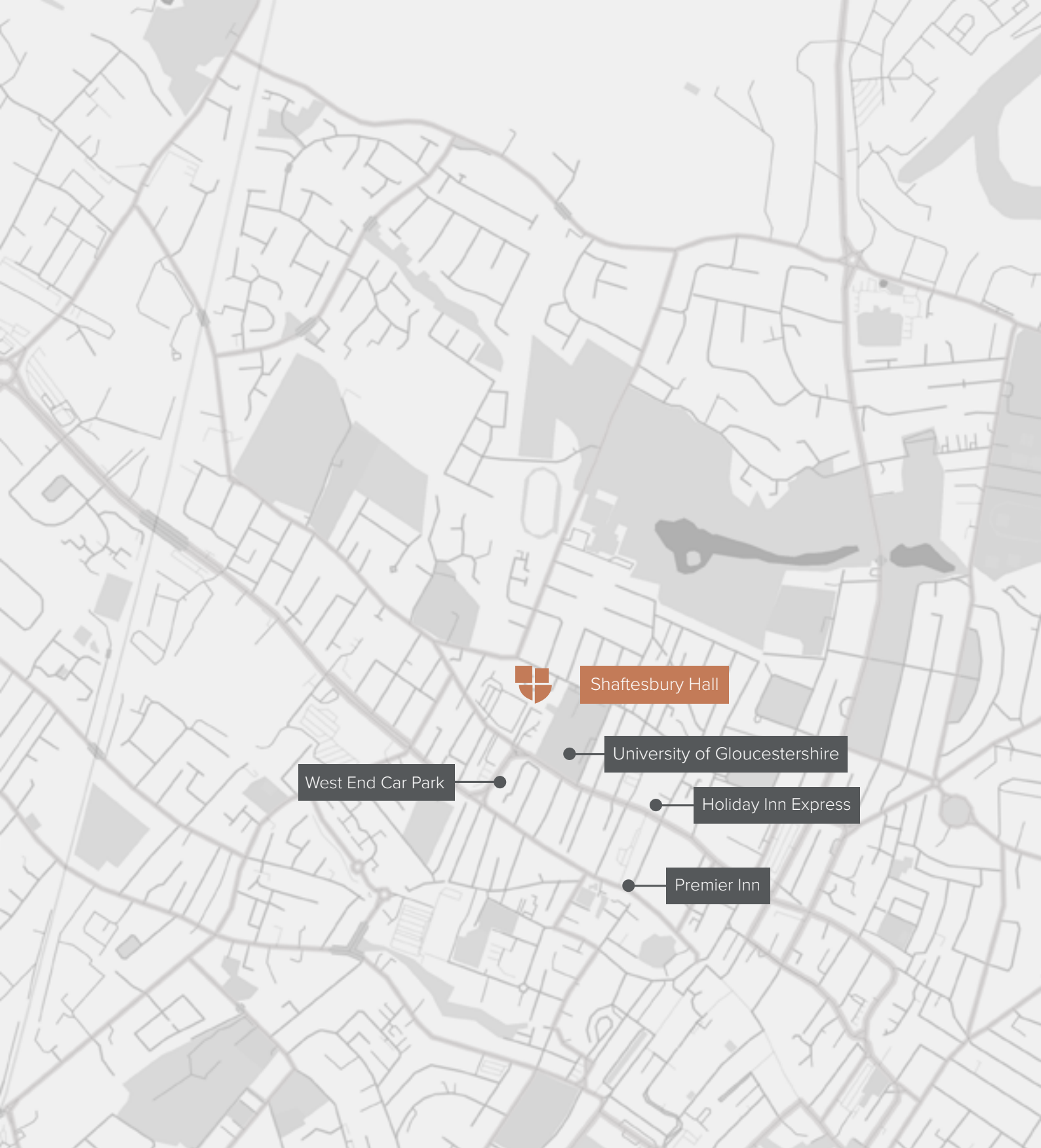
We have lots of exciting events planned for your arrival weeks and throughout the academic year.









Depending on the Covid alertness level these may be delivered in person or virtually.

These are designed to help you make new friends and build a friendly supportive community within your new home.

Collegiate continue to closely monitor the Government guidance and will keep you informed accordingly if we are required to make any operational changes to the accommodation in which you are living.

**We are looking forward to a great new academic year ahead and cannot wait to welcome you to your new home.**



West End Car Park	 3 minutes	 8 minutes
Premier Inn Cheltenham Town Centre	 3 minutes	 10 minutes
Holiday Inn Express Cheltenham Town Centre	 2 minutes	 8 minutes
Citrus Hotel, Cheltenham	 7 minutes	 19 minutes





## MOVING IN REQUIREMENTS

Please ensure that, before you move in, you have completed the following:

- Paid your £250 deposit
- Paid your first rental instalment, or full rent if applicable. These are both due on Wednesday 2nd September 2020. Please be aware, no keys will be issued to you if rent has not been paid.
- Provided 1 x photo ID and 1 x proof of address, for yourself and your guarantor if applicable. 2 x passport photos and 1 x proof of student status.

Without complete documentation, you will not be able to move in.

Absolutely no keys will be issued if a resident has not completed any of the above requirements.

### **PLEASE ALSO BE AWARE WE ARE UNABLE TO ACCEPT ANY CASH PAYMENTS**

Should you need to complete an international bank transfer, let the team know; [shaftesburyhall@collegiate-ac.com](mailto:shaftesburyhall@collegiate-ac.com) and we will forward you the relevant details.

## WHAT TO BRING

What to bring to help you settle into your new home:

Bedroom	Kitchen	Bathroom
Duvet and duvet cover*	All utensils	Towels
Clothes hangers	Tea towels	Toilet roll
Sheets*	Food to keep you going	Soap and toiletries
Push Pins (notice board)		Basic first aid kit (just in case)
Pillow and pillow cases		Washing tablets (in drum)
Laundry basket		
Photos of family and friends		

\* Please ask the accommodation team if you are unsure of sizes

When you need your own space to work or claim a moment of calm, your private apartment has it all.

24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also CCTV, a concierge team every night every day and secure door entry for ultimate peace of mind.

## WHY NOT ORDER FROM THE COLLEGIATE COLLECTIONS, OR BOOK A CLEANING SERVICE?

We know that being a student means that there's a lot going on and a lot to organise. This is especially true if you're coming from overseas. So Collegiate now offers some solutions to make settling into your home a little easier.

You can choose one of our collections that cater for your exact requirement, from The Kitchen Collection which contains all the kitchen essentials through to The Luxury Collection which was curated for the ultimate in superior living.

You don't even have to worry about unpacking it all. We will have it all made up and ready for your arrival so you can enjoy the Collegiate way of living from the moment you walk through your door.

We can also provide comprehensive cleaning services, from an ad hoc clean to a regular weekly service and everything in between.

For more information on what's included in our lifestyle packs, please visit the **Collegiate website**.

## IF YOU NEED US

If you have any further queries please do not hesitate to contact us - you can send us an email at [shaftesburyhall@collegiate-ac.com](mailto:shaftesburyhall@collegiate-ac.com) or visit us at [www.collegiate-ac.com](http://www.collegiate-ac.com).



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