

YOUR STUDENT **HANDBOOK**



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WELCOME

Hello. Welcome to Pillar Box.

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

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 Pillar Box is in a great location, so that you can get the very best out of Coventry 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 Pillar Box 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 Pillar Box.

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) 24 7694 1234

Email: pillarbox@collegiate-ac.com

Out-of-hours emergency contact

In the event of an emergency out of office hours contact +44 (0) 7890 613 451.

Join us on Facebook

Join the Pillar Box community on Facebook. Search **'Collegiate Pillar Box Community 22/23'**

The main office address is:

Pillar Box,
71A Hertford Street,
Coventry,
CV1 1LA

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.

Our team are here to highlight activities, and anything going on at Pillar Box, so please have a chat with our team to keep up to date with all the exciting events. We will also use your email to update you with all our fantastic events.

Parking

There are no parking spaces at Pillar Box. However, there is a car park just a two minute walk away.

Salt Lane Multi Story Car Park, Salt Lane, Coventry, CV1 2GU

Mail

Your mail will be delivered to you and your parcels will be stored in the parcel store for you to collect at reception. If your parcels need signing for, a member of the team will be happy to do this.

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

Pillar Box is located in the city centre. The distance to Coventry University is so close that you do not need to take a bus to get there, it is around a 5 minute walk.

The distance between the University of Warwick & Coventry is around 5 miles and there are bus services available: National Express Coventry & Stagecoach Midlands both operate in our area.

The below buses run to the University of Warwick:

Bus 12X from Pool Meadow (National Express) - 19 minute bus journey

Bus U12 from Pool Meadow (Stagecoach Midlands) - 18 minute bus journey

The bus stop is a short 3 minute walk from our accommodation.

For other bus routes available, you can visit the National Express website here:

www.nxbus.co.uk/coventry

The StageCoach Midlands website here:

www.stagecoachbus.com/regional-service-updates/midlands/coventry

Bike Storage

We do not have any bicycle storage on site. However, there are public bicycle spaces on street, outside of our building.

The police recommend that you always leave your bike locked with two solid locks: one to secure the bike to a stand by the front or back wheel and the other to go through the remaining wheel and the frame. That way, there is no chance of returning to find you only have a wheel!

Please note, these are for public use and we cannot take any responsibility for any loss or damage to bicycles left in these spaces. If there is a problem, please notify the police.



POST OFFICE

華人行
WAH YAN HONG ORIENTAL FOOD SPECIALISTS

www.on... TALZ...

WARNING
All those responsible
for the safety of the building
and its contents
are liable for any
damage or injury
to the public safety.

WELCOME
TO THE
NEW
SERVICE

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 on **07890 613 451** 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, your standard payment dates are:

3 instalments option:

1st instalment due on or before **1st September 2022**

2nd instalment due on or before **6th January 2023**

3rd instalment due on or before **5th May 2023**

4 instalments option:

1st instalment due on or before **1st September 2022**

2nd instalment due on or before **29th September 2022**

3rd instalment due on or before **6th January 2023**

4th instalment due on or before **5th May 2023**

Full payment upfront payable before **1st September 2022**

These can also be found on page 5 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.

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 Coventry. 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.

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 £12.50 for a year or £30 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/en/offers/coachcards/young-person

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

As the City of Culture 2021, Coventry is home to over 30,000 students across the University of Coventry and the University of Warwick. This historical city backs up its cultural reputation with a host of museums, galleries, rich arts and bustling food scene. There are so many attractions for you to explore in Coventry - from the theatre, to music festivals and museums, Cathedrals and medieval history.

When you are ready to take a break from studying, you have one of the largest cities in the Midlands right on your doorstep. The city centre has an array of shops, markets and restaurants for you to explore.

Coventry is just twenty minutes away from Birmingham and one hour from London by train, and our central location makes other local cities an easy day out, with us being close by to the train station!



PILLAR BOX

The map shows a network of white roads on a light grey background. A prominent road runs horizontally across the middle. To the left, a road curves downwards. To the right, a road curves upwards. Green areas represent parks or green spaces, and blue areas represent water bodies. A yellow box with the text 'PILLAR BOX' is connected to a small orange dot on the horizontal road. Other labels are connected to specific points on the map by thin black lines.

Coventry University

Bus Stop

Salt Lane Multi-Storey
Car Park

Tesco Express



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 Facebook group and the notice boards at Pillar Box for up-coming events

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.
- On site laundry room.
- In house cinema room.
- Games room and amazing club lounge for relaxation.
- On site gym & steam room.
- 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.

The Gym

Packed with the latest exercise equipment, the gym allows you to flex those muscles and burn off calories with minimum fuss, with all the convenience of it being literally on your doorstep.

Fancy a run? Work off those pounds 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.

Steam Room

Fancy winding down after a long day? Why not chill out in the steam room, situated in the gym, next to the changing room.

Study Rooms

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 room to discuss ideas, compare notes and work through any challenging assignments.

Please remember that others might like to work quietly while you are using the study room, 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.

Common Room

Pillar Box was specifically designed to meet the needs of today's students. The common room is the heart and soul of the building. It includes a cinema area, games tables, a gym with a steam room and a study area. If you need more privacy please use our board room.

Laundry

The laundry is based on the first floor by reception.

All of the machines are 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.

Please speak to the accommodation team for more information.

The Cinema Room

We think you'll love our cinema area. We've included the latest state-of-the-art, high quality audio visual equipment, including a large screen. Recline in style for one of our movie nights or settle down in comfort to watch a sporting event. The choice is yours. Just sit back and relax in the best seats in the house.

Please be considerate when using the cinema room and ensure the equipment is not misused or damaged in any way. Simply leave it as you would wish to find 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 area, residents can do just that, enjoying a variety of table games.



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 (available from your accommodation team) connected to the wall socket in your room – simply open your web browser and follow the instructions.

For wireless connections, search for the Glide Wi-Fi 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.

Your local amenities at a glance

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

- Sky Dome Arena
- Belgrade Theatre
- West Orchards Shopping Centre
- Odeon Cinema
- Fast food outlets
- All that Coventry city centre has to offer

YOUR APARTMENT

TV

Flat-screen, 28 inch TVs with 15 channels are provided in all of our rooms, including cluster flats. 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.

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

All apartments 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. This will allow you to cook for 5 minutes, to turn the hob back on, simply reactivate the main touch button on the wall.



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 or contact the warden on the emergency number provided if it's before or after office hours.

How to use the shower

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

The bathroom extractor fan

The extractor fan and light in your en-suite shower room are controlled by move sensor. 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 switched off. To conserve energy and reduce environmental impact.



Windows

Every opening 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.

Room cleaning

You are responsible for hovering your room.

Refuse bins

There is a designated area for refuse located in the basement. There are bins provided for general waste. 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 +44 (0) 24 7694 1234 or out-of-office emergency line on +44 (0) 0789 613 451

Top tips for getting on with your new flatmates

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

Respect each other's space

The kitchen is your most important communal area and everyone in your flat should feel comfortable using it. Wash up and wipe up after yourself to keep the cooking area, sink and dining area clean and clear for your flat mates – leave it as you would like to find it. Remember that the kitchen is for you and your flatmates only, so guests should be entertained occasionally.

There are plenty areas designated as communal area and everyone should feel comfortable using it. Clean up after yourself. If you have used the dinner party room, keep the cooking area, sink and dining area clean for your housemates - leave it as you would like to find it. Remember that the communal areas are for you and other residents only, so guests should only be entertained occasionally.

Smoking 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: +44 (0) 24 7694 1234

Out-of-hours emergency contact: +44 (0) 7890 613 451

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 three consecutive nights, it is only designed for one person, so having an overnight guest should be occasional.

Similarly, your kitchen is designed for the number of people living in your flat, so although it's OK to invite friends over for lunch or dinner now and again, you should be careful not to inconvenience your flat mates.

The behaviour of any person you invite into your building, apartment or room is ultimately your responsibility. You'll be held accountable if there are any complaints from your flat mates, 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 Pillar Box 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 (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 Coventry. 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 Coventry

Coventry University Medical Centre

The Hub
Jordan Well
Coventry
CV1 5QP

Hospitals

University Hospital Coventry, Clifford

Bridge Rd, Coventry, CV2 2DX,
Tel: 024 76964000

Coventry NHS Walk-in Centre

Stoney Stanton Rd, Coventry CV1 4FS,
Tel: 0300 200 0060

Warwick Hospital

Lakin Rd, Warwick, CV34 5BW,
Tel: 01926 495321

You can register to your GP through the link www.covunigp.co.uk/new-students/

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 Coventry

Dental Perfection Coventry

7 Grosvenor House,
Grosvenor Rd,
Coventry
CV1 3FE

Park Road Dental Care

Park Rd,
Station Square,
Coventry
CV1 2FL

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 +44 (0) 7890 613 451.

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 blinds so that people can't see in.

Always carry your keys and keycard 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 reception on +44 (0) 24 7694 1234 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 is tested on a weekly basis, on a Tuesday at 11 am. As there are 3 blocks in Pillar Box, you will hear the alarm 3 times, no longer than 10 seconds each. 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
- Barbecues
- Incense burners
- Other naked flames



GOOD HOUSEKEEPING

Your Studio

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, Sainsbury's, Lidl & Aldi. Also please don't forget that you should not use hair or clothes dye in the bathroom as it will stain the shower pods!

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.

If you share a kitchen, it's everybody's responsibility to keep it clean – and everybody's responsibility if you're issued a charge for lack of cleanliness. You can divide up the cleaning tasks or take turns on different days – whatever you find works best for you and those you share it with.

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 Pillar Box 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. 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 Group are 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 www.collegiate-ac.com/privacy-policy/.

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

Extra charges for damage/cleaning

Here is a rundown of estimated charges for damages to items or additional cleaning necessary for damage caused by you as the tenant or your guests.

These charges are for information only and you will be charged the exact cost of rectifying any damages. If you have a guarantor who has co-signed your contract agreement they will also be made aware of any additional charges as they are also held liable for these.

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 pillarbox@collegiate-ac.com. To ensure we can identify this communication as an official complaint please Subject your email as 'Official Complaint'. Our Accommodation Manager will acknowledge the complaint within 48 working hours and deliver a full response within 7 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 14 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 the on site team 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 (0) 24 7694 1234.



FIRST CLASS REDEFINED

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