

Moving In Guidelines



COLLEGIATE

Burges House



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Welcome

Welcome to Collegiate Burges House for the 2022/23 academic year

Hi!

We are really looking forward to welcoming you to Collegiate Burges House in a few weeks. To ensure you have all the information you need before you move in, we have put together some helpful guidelines.

'Move in week' is the first 7 days from when your contract starts. You will be able to book a time slot on the 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.

Travelling

If you need advice on how to get to your accommodation, then please contact burgeshouse@collegiate-ac.com and the accommodation team will be able to help.

Approximate travel times from the airport to Burges House

Birmingham Airport: 16 minutes drive or taxi / 9 minutes by train / 32 minutes by bus

Heathrow Airport: 1 hour 40 minutes drive or taxi / 2 hours 33 minutes by train / 1 hour 45 minutes by bus

Gatwick Airport: 2 hours 30 minutes drive or taxi / 1 hour 57 minutes by train / 3 hours 34 minutes by bus

East Midlands Airport: 42 minutes drive or taxi / 2 hours 49 minutes by train / 2 hours 45 minutes by bus

Car parking

There are no car parking spaces at Burges House. However, there are many car parks around the city centre, just a few minutes walk from our accommodation.

Coventry City Centre Car Park

915 Corporation Street, Coventry, CV1 3HT

Barracks Car Park

Barracks Way, Coventry, CV1 1DD

West Orchards Car Park

2 Smithford Way, Coventry, CV1 1FZ (in West Orchards shopping centre)

NCP Car Park

Coventry Belgrande Plaze Ringway Hill Cross, Coventry CV1 4AJ

We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

Local accommodation

If you are arriving at Burges House outside of office opening hours there are a number of local accommodation options available to you. A few options to consider are:

Premier Inn Coventry City Centre

Belgrande Plaza, Bond St, Coventry, CV1 4AH

0333 777 4629

Premier Inn Coventry City Centre

Earlsdon Park, 53-55 Butts Rd, Coventry, CV1 3BH

0871 527 9318

Hotel Ibis Coventry Centre

Mile Lane, Coventry, CV1 2LN

024 7625 0500

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 given your key and guided to your new room by our friendly on site team.

Designated Service Stations

If you have any questions during your Check-In day please head straight to reception, 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.

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.

Designated Service Stations

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

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

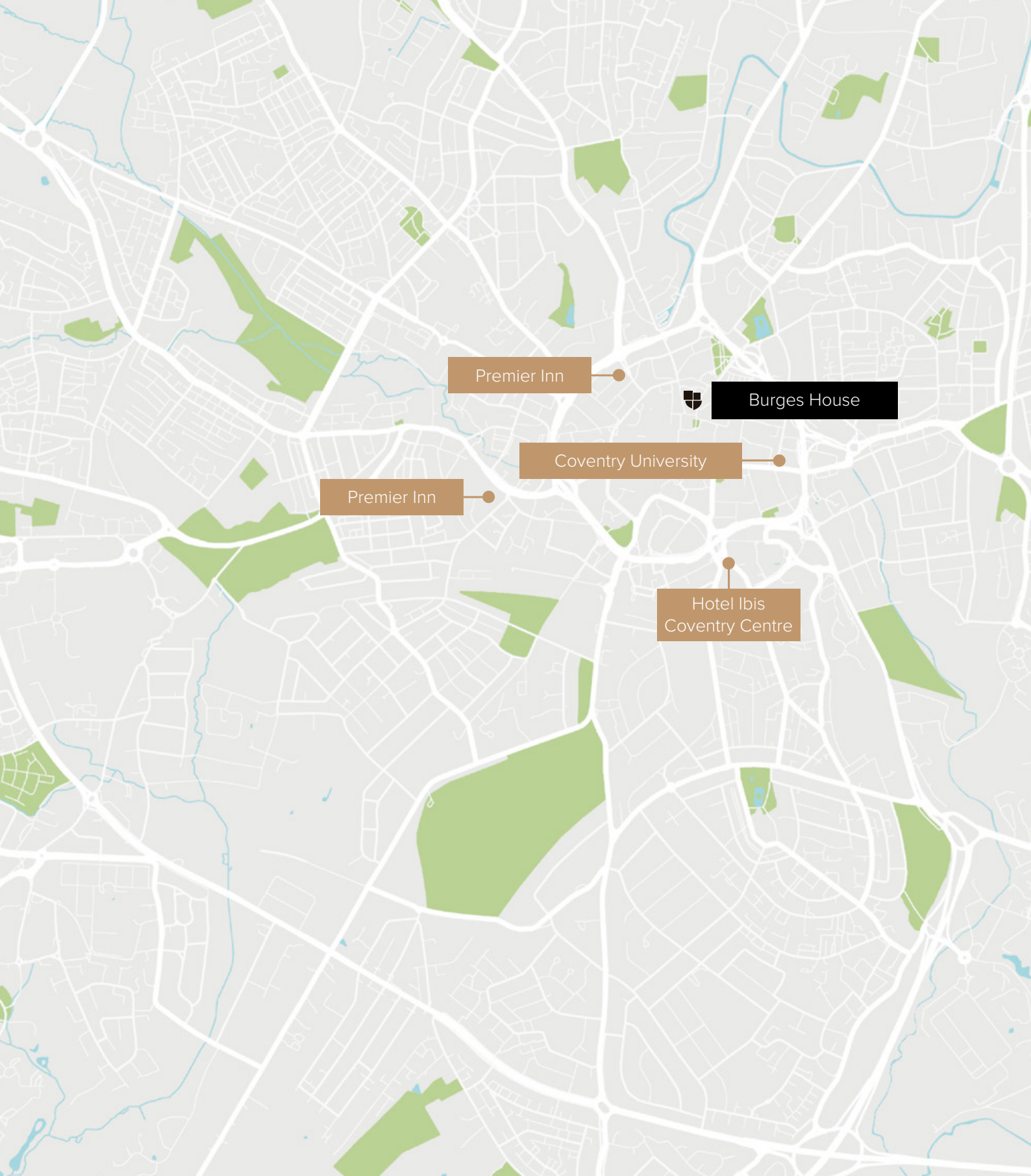
At Collegiate we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home.








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 and throughout the academic year.

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



Premier Inn (Belgrade Plaza)	 7 minutes	 4 minutes
Premier Inn (Earlsdon Park)	 17 minutes	 5 minutes
Hotel Ibis (Coventry Centre)	 39 minutes	 9 minutes
Coventry University	 8 minutes	



Moving in requirements

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

- Paid your first rental instalment, or full rent if applicable. These are both due 10 days before your tenancy start date. Please be aware, no keys will be issued to you if rent has not been paid.
- Provided x1 photo ID and x1 proof of address, for yourself and your guarantor if applicable. x2 passport photos and x1 proof of student status.

If you have not done this prior to move in, you **MUST** bring all these with you on the day of your arrival. 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

What to bring

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

Bedroom	Kitchen	Bathroom
Push Pins (notice board)	Cleaning products	Toilet roll
Photos of family and friends	Food to keep you going	Soap and toiletries
	Bin bags	Basic first aid kit (just in case!)
		Washing tablets

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

Why not order from the Collegiate Collections?

We know that being a student means that there's a lot going on and a lot to organise. This is doubly 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 for the ultimate superior living experience. 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 the door.

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 **burghouse@collegiate-ac.com**, visit us at **www.collegiate-ac.com** or call +44 (0) 24 7694 1235.

You may also join the 2022/2023 Residents Facebook page, here you will be kept up to date with all the events and weekly notices about anything important. Search '**[Collegiate Burges House Community 22/23](#)**'.



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