



SEPTEMBER 2026

# Bagot Street

**MOVING IN GUIDE**



[WWW.COLLEGIATE-AC.COM](http://WWW.COLLEGIATE-AC.COM)

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**COLLEGIATE**  
UK

WELCOME TO

# Bagot Street

We are looking forward to welcoming you to Bagot Street in a few weeks. Just to ensure you have all the information you need before you move in, we have put together some helpful information. Also contained within this guide, are details for the essential supporting documents that you will need to provide before you move in.





# GENERAL INFORMATION

## Office contact details

You can get in touch with a member of the team in person, or by phone and email. In the weeks leading up to check-in, our phones and enquiries are extremely busy and it may take us a little longer to get back to you. We appreciate your patience whilst we get to your enquiry.

**Telephone:** +44 (0) 121 272 3210

**Email:** [bagotstreet@collegiate-ac.com](mailto:bagotstreet@collegiate-ac.com)

## The main office address is:

2 Bagot Street, Birmingham, B4 7AY

## Travelling:

If you need advice on how to get to your accommodation, please contact [bagotstreet@collegiate-ac.com](mailto:bagotstreet@collegiate-ac.com) or phone us on +44 (0) 121 272 3210 and the Accommodation Team will be able to help.

The following travel times are approximate:

### Airport:

Birmingham Airport: 20 minute drive/taxi or 32 minutes by public transport

Heathrow Airport: 1 hour 48 minute drive/taxi or 2 hours 47 minutes by public transport

Gatwick Airport: 2 hour 25 minute drive/taxi or 2 hours 35 minutes by public transport

### Train:

Birmingham New Street Station to Bagot Street - 6 minute drive/taxi or 20 minute walk

Birmingham Snow Hill Station to Bagot Street - 4 minute drive/taxi or 17 minute walk

## Car Parking

There are no parking places at Bagot Street. However, there are many car parks around the city centre just a few minutes' walk from our accommodation.

The local area can get very busy during the check-in period, so roads are likely to be congested. You may wish to avoid peak times (typically around midday), or consider moving your belongings into your room after completing the check-in process on site.

# PROPERTY LOCATION

See what's around or speak to the team on reception to find out what's on in your local area.



Aston University



Birmingham City University



Tesco Express



# ARRIVAL INFORMATION

## Important - Documentation to provide before check-in

1. Paid your 1st rental instalment, or full rent if applicable. You can find your tenancy start date on your tenancy agreement.
2. Provide photo ID of tenant & guarantor (if applicable). We accept 1 of the following:
  - Passport.
  - Driving license (full or provisional)
3. Provide proof of current address of guarantor. We accept 1 of the following:
  - Gas, water electricity & council tax bills.
  - These must be dated within the last 3 months, or in the case of the council tax bill, the current council tax year at the time of booking.
4. Proof of Full-Time Student Status
  - New first-year students or one-year Master's students: A copy of your university offer or acceptance letter. This can usually be downloaded from your UCAS account or found in an email from your university.
  - Returning students (2nd year onwards): Proof of your current enrolment or registration for the academic year (e.g. a registration confirmation or enrolment letter from your university).

Please note: A student ID card cannot be accepted on its own, as it does not confirm that you are currently enrolled. Student ID cards may remain valid even if a student has withdrawn from their course.

All the above can be uploaded anytime via the home page on the Collegiate UK portal. Simply login to: <https://ukportal.collegiate-ac.com/StarRezPortalX/Login>

We will also ask you to check this again in the Collegiate UK pre-arrival induction a few weeks before you are due to arrive. We will be in touch if there are any issues with what has been provided. If you do not hear from us, then this means we are happy with the evidence submitted.

If you have any questions on the above, then please contact us at: [bagotstreet@collegiate-ac.com](mailto:bagotstreet@collegiate-ac.com)

## Check-in at your accommodation

On the day of your arrival, 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 room.

## What to bring

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

| Bedroom                      | Kitchen                | Bathroom                           |
|------------------------------|------------------------|------------------------------------|
| Clothes hangers              | All utensils           | Towels                             |
| Bed Linen*                   | Tea towels             | Toilet roll                        |
| Sheets*                      | Food to keep you going | Soap and toiletries                |
| Push pins (notice board)     | Kettle & Toaster**     | Basic first aid kit (just in case) |
| Pillow & pillowcases         | Pots & Pans**          | Washing tablets (in drum)          |
| Laundry basket               | Mop & Bucket**         |                                    |
| Photos of family and friends |                        |                                    |

\*If you go to our website [www.collegiate-ac.com](http://www.collegiate-ac.com) and look for the room type you have booked under our property profile, you can find what bed size is within your room under 'what's included'. If you are still unsure, you can contact our friendly site team.

**\*\*Quick Tip!** For those booking any of our en-suite rooms that share a cluster kitchen, we recommend that you meet your new flat mates first so that you can buy these items together.

When you need your own space to study or claim a moment of calm, your private room has it all. 24/7 broadband and WiFi keeps you connected, and your Accommodation Team are always on hand. There's also CCTV and secure door entry for ultimate peace of mind.

## UniKitOut

If you'd like to have your bedding, kitchen, bathroom packs and other student essentials ready for you when you arrive, you can order these through UniKitOut. You can order now for pre-arrival delivery and use discount code Collegiate10 to save 10% on your order. [www.unikitout.com/Collegiate](http://www.unikitout.com/Collegiate)

## Contents Insurance

Collegiate UK provides all residence with insurance cover from [Gallagher](#).

We advise you to visit the [Gallagher Collegiate Hub](#) to find out more about what is included in your free insurance.

From the Hub, you can: download documents, add them to your Apple/ Google wallet for quick access, find out what is covered and add to your cover.



# OUR STAFF

## Wellness

At Collegiate UK 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.

Our site teams are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities. There will always be somebody on hand to support you.

Access to 24/7 wellbeing support & virtual GP via Gallagher service as part of your rent.

## Making new friends & building a community

We have lots of exciting events planned for your arrival weeks and throughout the academic year. These are designed to help you make new friends and build a friendly supportive community within your new home.

## Student Experience

We have student experience programmes in place which will give you plenty of opportunities to meet and make friends with your neighbours.

Whether you're in a studio or in a shared flat, you can rest assured that you and your new friends will be able to hang out together in your beautiful new home and take part in all the activities we have planned.

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

# DURING YOUR STAY

## Council Tax Exemption Forms

When you enrol at your university, you will receive a Council Tax Exemption certificate so that you don't have to pay Council Tax. This form can normally be found on your university portal or directly from your university. **It is important that this document is uploaded to your Collegiate UK portal or you may incur Council Tax charges.**

## Internet

Access to unlimited WiFi is included in your stay. Your internet will be provided by ASK4. Please search for this WiFi network, connect and wait for a pop-up screen to appear which will ask you to create an account for your stay. Once completed, this will give you full access.

**For any connectivity issues, please contact the internet provider:**

ASK4: +44 (0) 114 303 3232

## Out of hours emergency contact

In the event of an emergency out-of-hours please contact us on:

Block A, B & C: +44 (0) 7711 761 059

Block D & E: +44 (0) 7740 514 897

## Mail

There are post boxes on-site where mail is delivered at most of our properties. Please ask one of our friendly team at the reception desk where these are located or any other system we may have in place.

Collection hours are between 12:00pm and 5:00pm. If you are unable to collect your item during this time, please email us in advance, and we will arrange for our security team to set it aside for collection.



## Cycle Store

Cycling is a great way to exercise and a cheap and enjoyable way to explore. You can bring your bicycle to Bagot Street but you must bring a bike lock.

We offer bike storage but 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.

## Be considerate about noise

Not everyone shares your taste in music, and even if your whole flat loves your latest download, the person downstairs 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!

## Your Guests

We want to ensure all residents and staff's safety and security, to maintain a comfortable living environment where everyone can thrive. Everyone should be respectful of others and their surroundings.

One guest is permitted to stay for up to 3 consecutive nights per week. Any overnight guest must sign in with the Accommodation Team and should not cause any nuisance or annoyance to anyone, as per your [Tenancy Agreement](#), Student Handbook and Collegiate UK online induction. Guests should always be accompanied by a resident. Additional consideration should be applied when using shared areas, to avoid inconveniencing other residents.

Please discuss any requests for multiple guests or longer stays with the onsite management team as this may not be suitable for certain areas or room types.

The property has the right to restrict guest access if required due to anti-social or problematic behaviour.



# WE CAN FIX IT

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

## **Lost your key or locked yourself out?**

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

If you are unable to access your room outside of normal working hours, please contact our security team. They will verify your identity and provide temporary access to your room. Please ensure you visit the accommodation team on the next working day to arrange a permanent replacement.

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

## **Got a maintenance issue?**

Things wear out and things get broken – it's a part of life. If something needs fixing, please report it through your online portal. This ensures the issue is logged correctly and can be prioritised by our maintenance team.

Repairs will be carried out based on an agreed schedule of priorities, and a suitable time will be arranged for our maintenance team to attend. They will always knock before entering a bedroom, and you can rest assured that the issue will be resolved as quickly and efficiently as possible.

## **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 on-site security team. 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 etc, you can report to reception at any time, send us an email or give us a ring. These types of issues will be dealt with during the usual maintenance staff working hours.

## **Protecting your personal information**

Collegiate UK 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 at:

[www.collegiate-ac.com/privacy-policy](http://www.collegiate-ac.com/privacy-policy)



# 6 STEP CHECKLIST TO DO BEFORE YOU ARRIVE WITH US

1. Student and guarantor (where applicable) have signed the tenancy agreement.
2. All supporting paperwork has been provided as listed out in this document before arrival. List of that paperwork can be found at the start of this move-in guide.
3. Payment of your rent, or first instalment, must be made in full by 5th August. You can make payment by debit or credit card via the Collegiate UK portal. If you wish to pay by bank transfer, details can be found on the portal, and proof of the transfer must be provided once payment has been made.
4. Completed the Collegiate UK pre-arrival induction & booked a check-in slot on the Collegiate UK portal. A link to complete this has been sent within the email containing this guide.
5. Joined our social media communities. A great way to meet your flat mates before you arrive and get the latest updates on what's going on in your new home throughout your stay! A link to these groups/communities are in the email containing this guide.
6. Visit the **Gallagher Collegiate Hub** to access your insurance cover, wellbeing resources and Virtual GP

## Important note

If you do not follow the above steps, we may not be able to provide you with your keys to your new home.

Anyone who does arrive without completing the above, will need to go into our query queue on the day, which will likely take longer to collect your keys once everything has been completed and/or paid.

# Welcome Home



**COLLEGIATE**  
*UK*

Bagot Street, 2 Bagot Street, Birmingham, B4 7AY  
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