



Student Application Pack 2020 – 2021 (Rev 2)

Dear Student,

Thank you for your interest in the Menlo Park Student Village for the upcoming academic year 2020 - 2021. Applications are currently open for **full year NUI Galway students** only.

Please find to follow, our Student Application Pack, which outlines general information about the complex, rates & payment details, and includes booking instructions and an application form. Due to the high demand for student housing in Galway, we recommend that you reserve your accommodation as soon as possible. Applications are only accepted if received fully complete with all of the required information, including a **fully completed application form with signature, photograph and deposit**. **Incomplete applications will be rejected**. Sharing/special requests will be noted but are not guaranteed. Advice of position availability will be given only once your application has been processed. If we are unable to offer you accommodation, your booking deposit will be returned to you in full.

Application approval is in no way confirmed until you receive an offer of a position by e-mail.

Viewings are only available by appointment throughout August, please phone 091 768663 to make arrangements.

If you have any queries or questions that have not been covered in the information that follows, please do not hesitate to contact us.

Kind Regards,

A handwritten signature in cursive script that reads 'Shane Healy'.

Shane Healy
Apartments Manager



Student Application Pack 2020 - 2021

The Menlo Park Apartment Complex is a purpose built, non-smoking complex situated in close proximity to the National University of Ireland, Galway (NUIG) and to the city centre, making it an ideal location for students to enjoy both the academic and social aspects of Galway City.

The complex consists of (35) 2 and 3 bedroom apartments, accommodating 140 students. We pride ourselves on being able to offer a personal touch due to the size and design of the complex. All apartments share a communal landscaped courtyard garden area, with the layout providing for a friendly village atmosphere and offering students the opportunity to meet other student residents. We strive to provide a safe, comfortable home away from home for our students, with well-equipped apartments in a secure residential location, just 15 minutes' walk from the NUIG campus.

Apartment Types:

2 Bedroom apartments consisting of one double room (majority ensuite) and one twin ensuite room, sleeping 2/3 students. All have ground floor access, some with disabled facilities available.

3 Bedroom apartments which are 2 storey duplex apartments, with one single ensuite room, and two twin ensuite rooms, sleeping 5 students. Most of these apartments are 1st floor access, with the single room and kitchen / lounge area on the 1st floor and the two twin rooms on the 2nd floor.

Room Types:

1. **Twin ensuite room** – Sharing a bedroom with one other person, in a 2 or 3 bedroom apartment
2. **Single ensuite room** – Single bed in a 3 bedroom apartment, sleeping 5 students
3. **Double room** – Double bed in a 2 bedroom apartment, sleeping 2 students
4. **Double ensuite room** – Double bed in a 2 bedroom apartment sleeping 2/3 students

Please specify your requested room type on the application form in order of preference, *only numbering options you will accept if offered*. Cancellation fees will apply if you choose not to accept an offer for a room type you have entered as a preference.

Sharing with others:

It is our policy to try to match students of a similar age, college year and faculty together in an apartment. Twin rooms are always same gender sharing, though an apartment will usually be mixed with males and females sharing communal areas. Any special requests or sharing preferences need to be noted on the application form. Whilst we endeavour to do all possible to meet any specific needs or requests you may have regarding sharing; they cannot be guaranteed.

If you are under the age of 18 years, by accepting this Agreement you and your parents/guardians acknowledge and accept that you will be sharing accommodation with students over the age of 18.



Student Fees 2020 – 2021

1. Deposit - €900 (to be paid in two amounts)

a. **Booking/Security Deposit - €300** (must accompany booking form)

After apartments are vacated at the end of the student year a thorough inspection will be carried out to ensure they are left in the condition in which they were received. Upon satisfaction that apartments are in order, the security money will then be refunded to the occupants. Deductions will be made in the event of damage or breakage.

b. **Electricity Deposit - €300** (due with 1st semester payment)

Electricity is metered per apartment, with the cost being divided equally between residents. Statements will be issued to all apartments each time bills are received. Any balance at the end of the year will be refunded, or the remainder will be payable by the student/guarantor.

c. **Utilities Charge - €300** (due with 1st semester payment)

The charges covered in this non-refundable fee include waste collection, security, general maintenance, cable TV, TV licence, internet access and incoming telephone line rental.

2. Accommodation Rates (to be paid in two amounts)

- Ensuite Twin Room (sharing): €4350 for academic year
- Ensuite Single Room: €5850 for academic year
- Double Room: €6050 for academic year
- Ensuite Double Room €6250 for academic year

Room Type	Booking Deposit <small>Due when booking</small>	1 st Semester Payment <small>Inc. remaining €600 deposit</small>	2 nd Semester Payment <small>Due on 02/12/20</small>	Total <small>Accommodation</small>	Total <small>Including deposits (€900)</small>
Twin Ensuite	€300	€2365	€2585	€4350	€5250
Single Ensuite	€300	€2975	€3475	€5850	€6750
Double Shared bathroom	€300	€3055	€3595	€6050	€6950
Double Ensuite	€300	€3125	€3725	€6250	€7150

How to apply:

1. A fully complete booking form along with a passport photograph and a booking deposit of €300 must be submitted to the office. Booking forms without the €300 payment will not be processed. Applications are only accepted when fully complete, incomplete applications will be rejected. Please note room requests will be noted but are not guaranteed.
2. Confirmation of offers will be made by e-mail. This will include a letter of confirmation detailing your next payment amount and due date as well as a Licence to Reside Agreement. ***Please note both Licencee & Guarantor must sign the License to Reside Agreement to validate the lease.**
3. Confirm your position with payment of the 1st semester rent and remaining deposit by 4pm on **Monday 14th September 2020 (1st years only) or Monday 7th September 2020 (all other years)**

Payment Notes & Deadlines:

- Deposit: €300 must accompany the booking form to validate your application for accommodation
- 4. Payment of the first semester rent and remaining deposit must be received by 4pm on **Monday 14th September 2020 (1st years only) or Monday 7th September 2020 (all other years)**
- If payment has not been received by this date the position will be released for re-sale without prior notification or deposit refund.
- Payment of the second semester accommodation is due no later than 4pm on 2nd December 2020. If payment is not received on or before this date the position will be released for re-sale without deposit refund.
- Reminders will be sent to the licensee prior to the second semester rent payment due date.
- Payments can be made by cheque, euro bank draft, bank transfer or credit/debit cards. Cheque and bank draft payments are to be made payable to Menlo Park Apartments. Please allow sufficient time to ensure cheques and bank transfers have cleared before the deadlines.
- The Applicant is responsible for ensuring all monies are received by the dates required, as outlined in this document. Please be aware that applications may be cancelled without prior notification if monies are not received by given deadlines. No late payments are permitted under any circumstances, this includes and is not limited to licencees awaiting grant payments.

Acceptance:

Once a place is offered and accepted then it is confirmed in line with the terms and conditions of the licence to reside Agreement a copy of which is available by email: apartments@menloparkhotel.com.

Cancellations:

In the event that a student has paid monies and wishes to cancel their accommodation place, an administration fee of €100 will be deducted and the balance of monies will be refunded, provided cancellation takes place prior to close of business on **Monday 14th September (1st years only) or Monday 7th September (all other years)**. **There are no booking deposit refunds after these dates. All cancellations must be notified to the office by email only.** All other refunds are assessed on a case by case basis, and are at the discretion of Management. Refunds will be issued by cheque in the student's name, cheques that are not cashed within 6 months of issue will not be reissued or altered by the Menlo Park Apartments.

Eviction:

If a student is evicted, no refunds will be made.

Early Departure:

Accommodation is licensed for the full academic year. Licensees are liable for this period even if they do not stay for all of it. If a licensee ceases occupancy throughout the licence period, all monies paid by the licensee will be retained in full with the exception of the remaining electricity deposit. The licensee will be liable for the full payment up to the cessation of the licence to reside unless the space is filled by another licensee. Please note that when a licensee leaves, management has the right to move another resident into the licensee's vacant room.

Insurance:

The Menlo Park Apartments shall insure the property against loss or damage by fire, lightning, storm, flood, subsidence, riots or civil commotion, malicious damage and accidental damage, and impact from other such other risks (if any) as management, and at management sole discretion, may from time to time consider prudent or desirable including employers public liability or any liabilities that are resulting from management ownership of the property. Insurance does not include personal belongings. It is recommended to purchase adequate insurance to cover all personal property and contents (e.g. electronic devices, bicycles, etc.) on and within the premises. The licensee shall indemnify management from all claims whatsoever in respect of loss, damage or injury to such property or persons.

Check in:

Check in is from 11am on **Sunday 20th September 2020** onwards (TBC). Once all relevant information such as payments, deposits, signed Licence Agreements etc. is verified as being present and correct, the student will then be given their key and a student information pack detailing all relevant information while residing in Menlo Park Apartments. Check out is by 1pm on **Sunday 6th June 2021**.

Bank Details for Transfer Payments

If making payment by EFT, please use the following bank details. Please forward email notification to apartments@menloparkhotel.com when making a bank transfer.

Name of Bank:	Bank of Ireland
Bank Address:	Mervue Industrial Estate, Monivea Road, Galway, Ireland
Account Name:	John Francis ref. Menlo Park Apartments
Account Number:	16064260
Sort Code:	90.38.24
IBAN:	IE38 BOFI 9038 24160 64260
Swift Code:	BOFI IE2D

Please remember to reference student name on the payment so we can trace all transactions.

Attach
Signed
Passport
Photo Here



Office Use Only
REF NO:
APT:
RM:

Application Form 2020 – 2021 (Rev2)
Please write clearly in BLOCK CAPITALS

First Name: _____ Surname: _____

Date of Birth: _____ Male Female

Nationality: _____ Have you stayed here previously? Y / N

Student Home Address (inc. eircode): _____

Student Email: _____

Student Mobile: _____ Year of study: 1st 2nd 3rd 4th P/Grad
(Please circle)

Course being studied: _____

Room type required in order of preference: 1 – 4 (with 1 being most preferable) *

Twin Room (ensuite)	Single Room (ensuite)	Double Room (shared bathroom)	Double Room (ensuite)

*Please only number options you will accept if offered

If you have particular people you would like to share with please enter their names below and submit applications together. Room allocation is at the discretion of the Manager and whilst we try to accommodate all requests, they cannot be guaranteed. Both applications must contain the name of the person they wish to share twin room with, if only one application form has a name the request is not deemed valid.

Share Twin Room with (if applicable): _____

Share Apartment with (if applicable): _____

Do you suffer from any relevant medical conditions e.g. Asthma? _____

Name & Address of Guarantor: _____

Guarantor Telephone: _____ Student Signature: _____

Guarantor email: _____ Date: _____