



Accommodation Lottery Application Pack 2025 – 2026 (University of Galway Students Only)

Dear Student,

Thank you for your interest in student accommodation at the Menlo Park Apartment Complex for the upcoming academic year 2025 - 2026.

The Menlo Park Apartment Complex is a purpose built student residence for University of Galway students only. It is a non-smoking complex situated in close proximity to the university and Galway city centre, making it an ideal location for students to enjoy both the academic and social aspects of Galway.

The complex consists of 35 two and three bedroom apartments, accommodating 140 students. We strive to provide a safe, comfortable home away from home for our students, with well-equipped apartments in a secure residential location, just a 15 minute walk from the university campus. With an on-site office and nightly security patrols, our gated complex provides the highest level of student safety. Emergency assistance is available 24 hours.

This application pack outlines general information about the complex, rates & payment details and includes booking instructions and an application form. Accommodation is made available by way of a lottery, the dates of which are on our website. Entry will only be granted if the application form is fully completed, including two signatures (applicant and guarantor). **Incomplete applications will be rejected.** We will endeavor to facilitate sharing/special requests but it is not guaranteed.

Your application for student accommodation is in no way confirmed to be successful until you receive an offer of a position by e-mail following the lottery, and the required booking deposit is paid within 24 hours.

Viewings are available by prior appointment only throughout June, July and August, please email us in advance 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 by email.

Kind Regards,

Shane Healy
Apartments Manager
Menlo Park Apartments
Headford Road
Galway

Apartment Types:

- **2 bedroom apartments:** Have one double room (majority ensuite) with either a second double room, a twin ensuite room or a single ensuite room. They all have ground floor access and some with accessible facilities are available. These apartments accommodate 2 or 3 students.
- **3 bedroom apartments:** Have one single ensuite room and two twin ensuite rooms, accommodating 5 students. Most of these apartments are duplex two story apartments, accessed via external stairs with the single room and kitchen / lounge area on the 1st floor and the two twin rooms on the 2nd floor.

Room Types:

- **Twin ensuite room:** Two single beds in a shared room in a 2 or 3 bedroom apartment.
- **Single ensuite room:** A single bed in a private room in a 3 bedroom apartment.
- **Double ensuite room:** A double bed in a private room in a 2 bedroom apartment.
- **Double room:** A double bed in a private room in a 2 bedroom apartment with a shared bathroom

Please note that you are booking a room type, not an apartment type. All double rooms are for single occupancy only. We will allocate you to the most suitable apartment available with consideration given to your course and year of study. Please specify your preferred room type on the application form in order of preference, only numbering options you will accept if offered. **Do not indicate a preference on the application form for a room type you will not accept if offered. Your application will be cancelled and cancellation fees may apply if you do not accept an offer for a room type you have entered as a preference on the application form.**

Sharing with others:

We will try and match students of a similar age, study year and faculty together in an apartment. Twin rooms are always same sex sharing, though an apartment will usually be mixed with males and female residents. 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 submitting an application, you accept that you will be sharing accommodation with students over the age of 18.

How to apply:

1. To enter the lottery for accommodation, please submit by email, post or in person, a fully complete booking form which you will find at the end of this pack. Our email address is apartments@menloparkhotel.com. Application forms submitted by email can be scanned or photographed and must be submitted in .jpeg or .pdf format only. Do not share via link.
2. Following the lottery, offers of accommodation will be made by e-mail to the applicants email address only. Once this email is sent, you have 24 hours in which to make the required booking deposit payment of €350. Payment details are given in the next section.
3. Once your booking deposit is received and processed, you will be issued with a letter of confirmation detailing your next payment amount and due date, your deposit receipt and a Licence to Reside Agreement. ***Please note both the Licencee (student) and a Guarantor must sign the License to Reside Agreement and it must be returned within 7 days or prior to moving in, whichever is first.** We will also require a passport style photo/selfie for security.
4. Confirm your position with payment of the first rent installment and remaining deposit/fees as per the dates and amounts below:

Student Fees 2025 – 2026

1. Deposits & Fees:

a. **Booking Fee/Security Deposit = €350** (payable within 24 hours of being offered a place)
This payment of €350 is comprised of a €100 non-refundable booking fee and a refundable security deposit of €250. After apartments are vacated at the end of the student year, they are inspected and if left in a satisfactory condition, the security deposit will then be refunded by cheque within 8 weeks. Deductions will be made in the event of damage or breakage, in line with the costs listed in the Licence Agreement.

b. **Electricity Deposit = €450** (due with 1st rent)
There is an electricity prepayment of €450. Electricity is metered per apartment, with the cost being divided equally between residents and deducted from this deposit. Any unused balance at the end of the year will be refunded, or usage over this amount will be payable by the student/guarantor. We reserve the right to request an additional deposit throughout the year should the need arise. Your submission of the application form at the end of this document confirms your agreement with this.

c. **Utilities Charge (€350) & Bill Management Fee (€50) = €400** (due with 1st first rent)
The charges covered in the non-refundable utilities fee of €350 include waste collection, security, general maintenance, cable TV, TV licence, wi-fi internet access and Residential Tenancies Board registration. There is a €50 bill management fee applicable, this is non-refundable and covers administration and payment of electricity, wi-fi, TV and refuse bills throughout the term of the lease.

2. Accommodation Rates:

Please see the accommodation rates on the following pages. Please note these payment amounts may be subject to pro-rata changes if a later start date is confirmed by University of Galway.

3. Parking Permit (Optional):

Students wishing to avail of a car parking space must purchase a parking permit. The cost is €150 for the academic year. We reserve the right to engage a carpark management company who may fine and/or clamp cars that fail to display a valid parking permit. Parking in the adjacent hotel car park is not permitted and will also result in a fine and/or clamp.

2025 – 2026 Rates

Check in: from midday Monday 1st September 2025 ♦ (39 weeks) ♦ **Check out:** no later than midday Friday 29th May 2026

Payment Option 1 – Moiety / Lump Sum

Payment Due Date	Twin Room (ensuite)	Single Room (ensuite)	Double Room (ensuite)	Double Room (non ensuite)
11/08/2025*	€3175**	€4000**	€4300**	€4100**
11/01/2026	€2975	€3950	€4100	€4050
Total	€6150	€7950	€8400	€8150

Payment Option 2 – Installments

Payment Due Date	Twin Room (ensuite)	Single Room (ensuite)	Double Room (ensuite)	Double Room (non ensuite)
11/08/2025*	€1430**	€1670**	€1720**	€1710**
11/09/2025	€590	€785	€835	€805
11/10/2025	€590	€785	€835	€805
11/11/2025	€590	€785	€835	€805
11/12/2025	€590	€785	€835	€805
11/01/2026	€590	€785	€835	€805
11/02/2026	€590	€785	€835	€805
11/03/2026	€590	€785	€835	€805
11/04/2026	€590	€785	€835	€805
Total	€6150	€7950	€8400	€8150

Twin room prices are per person.

* Different payments dates will apply for first year / CAO students. These dates will be advised closer to the time.

** This payment includes the electricity deposit, utilities charge and bill management fee as outlined on previous page

Payment Options:

1. **Credit/Debit Card:** Payment can be made by credit or debit card in person. Payment cannot be made by telephone.
2. **Cheque/Cash:** Please contact us for specific details regarding cheque and cash payments
3. **Online Banking:** You will need to transfer the rent on or before the rental dates. The bank details are as follows: -

Name of Bank:	Bank of Ireland, Mervue Industrial Estate, Monivea Road, Galway
Account Name:	John Francis ref. Menlo Park Apartments
Reference:	(your name)
IBAN:	IE38BOFI90382416064260
BIK / Swift Code:	BOFIE2D

Failure to make payments in full on the dates specified above will result in the strict enforcement of our arrears process (as set out in our Licence Agreement).

Payment Notes & Deadlines:

- A booking deposit of €350 must be paid within 24 hours of being offered accommodation.
- Following payment of this €350 deposit, your place is provisionally reserved. In order to confirm your accommodation, payment of the rent and remaining deposit/fees must be received by the following deadlines:
 - **Non first year students:** 4pm on 11th August 2025
 - **First year students:** 4pm on the day following the first round CAO offers
- If payment has not been received by the due date your position will be released for re-sale without prior notification and no refunds will be made under any circumstances. **It is not possible to hold places or delay payment while you wait for subsequent CAO offers.**
- Payments can be made by cheque, bank draft, bank transfer, cash or credit/debit card. 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. Bank details are listed below. Payment cannot be made by telephone.
- The Applicant is responsible for ensuring all monies are received by the due dates. **Please be aware that applications will be cancelled without prior notification if payments are not received by the deadline.** No late payments are permitted under any circumstances, this includes students awaiting grant payments.

Cancellations:

In the event that a student wishes to cancel their accommodation place, the non-refundable booking fee of €100 will be retained and the balance of monies will be refunded, provided cancellation takes place prior to the deadlines listed above. There are absolutely no refunds after this date. All cancellations must be notified to us by email only. Refunds will be issued by cheque in the student's name within 8 weeks of cancellation. Cheques that are not cashed within 6 months will not be reissued and lost or mislaid cheques under 6 months will be replaced subject to a €25 administration fee.

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, (e.g. at the end of Semester One) all monies paid by the licensee will be retained in full.** 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. This may include you moving to a different room or apartment within the complex during the licence period.

Eviction:

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

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 risks (if any) or liabilities (if any) as management identify. Insurance does not include personal belongings. It is recommended licencees purchase adequate insurance to cover all personal property and contents 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.

PPS Number:

Your PPS number is required for RTB registration only, it is not used for any other purpose. If you are an international student and do not have a PPS number please write 'N/A'. Do not enter your CAO number or any other number in this section.

Check In:

Check in is from midday on Monday 1st September 2025 (TBC). Once all relevant information such as payments, deposits, signed License 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 midday on Friday 29th May 2026 (TBC).

Bank Details for Transfer Payments

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
Account Name:	John Francis ref. Menlo Park Apartments
Account Number:	16064260
Sort Code:	90-38-24
IBAN:	IE38BOFI90382416064260
Swift Code:	BOFIE2D

Please remember to only use the students full name as the reference so we can trace all transactions.

Do not use payment references such as “Rent”, “Deposit”, “A Murphy Apt 23” etc as we may not be able to identify the sender. We will not be held liable for payments that are late being processed as a result of arriving into our account without the correct reference.



MENLO PARK
— APARTMENT COMPLEX —

Office Use Only

RES NO: _____
 APT: _____
 RM: _____
 L/A:
 PHOTO:

Application Form 2025 – 2026
Please write clearly in BLOCK CAPITALS

First Name: _____ **Surname:** _____

Date of Birth: _____ **Male** **Female**

Nationality: _____ **Have you lived here previously:** _____

Home Address: _____

Eircode: _____

Applicants Email: _____

Applicants Mobile: _____ **Year of study (25-26)** 1 2 3 4 PG

Course being studied: _____ **PPS No.** _____

Please indicate your preferred room type in order of preference (1 - 4) with 1 being most preferable

Only number options you will accept if offered as your application will be revoked if you reject an offer for a room type you have indicated as a preference. All double rooms are for single occupancy only and not available for couples.

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

Share Twin Room with (if applicable): _____

Share Apartment with (if applicable): _____

If there are particular people you would like to share with, please enter their names above 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. Sharing requests for twin rooms will only be granted if both applicants request to share.

Any relevant medical conditions e.g. Asthma/Epilepsy? _____

Guarantor Name & Address: _____

Guarantor Email: _____ **Guarantor Telephone:** _____

Student Signature & Date:	Guarantor Signature & Date:

BY SIGNING, DATING AND SUBMITTING THIS APPLICATION FORM, YOU ARE CONFIRMING YOU ACCEPT THE PAYMENT AND CANCELLATION PROCEDURES, DATE DEADLINES AND ALL OTHER INFORMATION OUTLINED IN THE PACK.