



LSBF – Accommodation Application Form

Please return completed form via fax to +44 (0) 207 823 2302 or via email to life@lsbf.org.uk

Agent name/stamp:

Consultant:

Personal Information (all fields MUST be completed in full)

Title			
First Name			
Last Name			
Nationality			
Course enrolled for		Student number	
Course date	From: to:	Budget for Accommodation	
Date of Birth	Day : Month: Year:	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

Address Details (all fields MUST be completed in full)

Home Address			
	Post Code:		
Home Telephone		Mobile Number	
Email Address			

Date of Arrival and Departure (all fields MUST be completed in full)

Date of Arrival	
Date of Departure	

Section 1:		
Homestay S/C (Self-Catering)	<input type="checkbox"/> Single £135-165	<input type="checkbox"/> Twin £125-155
Section 2:		
Homestay B/B (Bed & Breakfast)	<input type="checkbox"/> Single £130-155	<input type="checkbox"/> Twin £125-145
Section 3:		
Homestay H/B (Half-Board: breakfast & dinner)	<input type="checkbox"/> Single £160-175	<input type="checkbox"/> Twin £150-160
Allergies		
Special requests		

Section 4:			
Halls of Residence (Self catering) (zone 1/2)	<input type="checkbox"/> Single en suite room £210-£260 <input type="checkbox"/> Single room £165-240 <input type="checkbox"/> Twin room £125-200 <input type="checkbox"/> Double room for single use £185-220 <input type="checkbox"/> Double shared £105-135		
Section 5:	Economic	Standard	Luxury
Flat/House Share (Self catering) (zone 1 ,2/3)	<input type="checkbox"/> Single £160-180 <input type="checkbox"/> Twin £145-155 <input type="checkbox"/> Double single use £190-210	<input type="checkbox"/> Single £180-200 <input type="checkbox"/> Twin £210-260 <input type="checkbox"/> Double single use £230-260	<input type="checkbox"/> Single £245-270 <input type="checkbox"/> Double £320-£340 en suite
Section 6:			
Studios and Executive Apartments	<input type="checkbox"/> double room £300 - £370		

Airport Transfer Required	<input type="checkbox"/> Yes (If so, please fill in the details below) <input type="checkbox"/> No
Details	London Airport and Terminal (if applicable): Arrival date: Arrival time: Flight number:

All prices are per person per week. Where applicable, a refundable deposit may be required to book accommodation. All fields MUST be completed in full, otherwise your application will be considered invalid. Please note that the accommodation booking can only start and finish on a Saturday or Sunday.

An Accommodation Arrangement Fee of £50 applies to all accommodation bookings

☐ I have read and understood the Terms and Conditions attached.

Name: _____

Date: _____

Print Name: _____

Signature: _____

TERMS AND CONDITIONS FOR ACCOMMODATION WITH LSBF

Students' attention is particularly drawn to this section, as signature of the Declaration below constitutes full and irrevocable acceptance of the terms and conditions.

IF YOU DO NOT UNDERSTAND ANY OF THE TERMS AND CONDITIONS BELOW, OR ARE UNSURE AS TO THEIR MEANING, PLEASE DO NOT SIGN THIS APPLICATION FORM. YOU MUST ARRANGE FOR A TRANSLATION OF THE TERMS AND CONDITIONS TO YOUR OWN LANGUAGE. ONLY SIGN THIS FORM IF YOU FULLY UNDERSTAND AND ACCEPT ITS CONTENTS.

1. All students confirm they have read and understand the below stated terms and conditions and have, when necessary, arranged for reliable translation of such.
2. Students requesting accommodation from LSBF must be 18 or over.
3. There may be additional terms and conditions associated with sub-contracted or referred accommodation providers.
4. Students acknowledge that the accommodation providers used by LSBF act independently of LSBF. Whilst LSBF imposes a service level agreement with partnered providers and stipulates minimum operating standards, it cannot be responsible for any quality of service by such providers and students should refer to the terms set out in any agreements between the provider and the student.
5. Students applying for accommodation agree to do so a minimum of four weeks prior to their accommodation start date. Any time after this, LSBF cannot guarantee a referral service, although will work to assist the student.
6. In order to secure the accommodation, LSBF requires a deposit as stated in the accommodation brochure. This deposit works solely to guarantee an accommodation option for the student and is inclusive of any additional funds required as set out in contractual obligations of the providers. This deposit is non-refundable, if the student decides not to continue with the contract and cancelled it less than the stated in accommodation brochure period cancellation.
7. LSBF takes an accommodation arrangement fee of GBP £50 with the application form. This is non-refundable and covers the cost to LSBF Life in assisting students with this value-added service.
8. Where the preferences of the students in terms of accommodation provision and choice cannot be met, LSBF will work to secure an alternative at an equal or superior standard and as a result the price may change.
9. The student understands that during peak season, accommodation provision is difficult to obtain. The peak season is generally considered to be May to September although this does not include events where this may be increased. Students should seek advice from LSBF on any upcoming high season.
10. Students will treat others (homestay family members, colleagues, staff at LSBF and the accommodation providers and any other recipients of such services) with respect at all times and follow the code of conduct outlined at check-in. Students understand that, as an alumnus of LSBF, they will represent the School in a favourable light at all times and not bring the company into disrepute.

11. Students may be removed from their accommodation should they not follow health and
12. Students must arrange for insurance cover on their own possessions. LSBF is not responsible for any damage, loss or theft of the student's property.
13. Unless expressly allowed, no smoking is allowed in any part of the residence, accommodation or homestay family home. Any areas where such activity may be allowed will be notified to the student. The student agrees to adhere to this and not attempt to tamper with or affect any electrical equipment which may detect a violation of this regulation.
14. All the information in the brochure and the application form regarding prices and accommodation options are guidelines, they cannot be guaranteed and may be subject to change at any given time.
15. If a student is unhappy with the accommodation provided and wishes to change LSBF must be informed of this as soon as possible. The normal cancelation period will apply to any requests to change accommodation.
16. LSBF will provide accommodation for the duration of the course only.

Homestay accommodation:

17. Where a student elects a homestay family for accommodation, the payment of such service must be paid to LSBF and not to the homestay family.
18. If the student wishes to extend their stay with the accommodation provider, the student must request this directly from LSBF. The student must not approach the Host Family or provider regarding accommodation extensions.
19. The contractual arrangements and cost of services should not be discussed with any member of the homestay family and any enquiries must be directed to LSBF Life representatives.
20. The minimum homestay booking period is two weeks.
21. LSBF will provide the student with the homestay details after payment has been made in full. However, it is the responsibility of the student to ensure the details are held prior to entering the United Kingdom and in line with any visa regulations.
22. Students will inform LSBF of any issues regarding their homestay family immediately and seek to actively remedy any issues. LSBF will assist, with the accommodation provider, to find an alternative if no solution can be found, but only after all other resolutions have been exhausted. LSBF utilises vetted homestay families in line with British Council standards and students accept that familial activities and homes may differ from those of their own culture.

Travel:

23. The student will ensure travel arrangements are sorted with the homestay family prior to arrival in the UK. LSBF strongly advise students to utilise the LSBF transfer service to reach the accommodation upon arrival in the United Kingdom.

Payment:

24. Payment for services must be in GBP.
25. Any accommodation made less than four weeks before the start of the accommodation will require full fees to be paid within the deadline given in order to guaranty the accommodation. A booking made more than six weeks prior to arrival requires a deposit to be paid within the deadline given, unless otherwise stated.
26. If payment is not received within the deadline given the reservation will not be confirmed therefore LSBF will not be held responsible if the same arrangement is no longer available.
27. A student electing to leave the accommodation prior to the end of the booking will still be responsible for the full payment of the duration of stay.
28. If the student wishes to extend the stay at the accommodation provider, LSBF cannot guarantee this but will assist in an extension process, if available. The student may be applicable for further arrangement fees, depending on the provider. LSBF will inform the student of the options for such.
29. Where a student has failed to check-in at the accommodation provider on the date of the start of the contract, LSBF reserves the right to charge the student for the entire duration of the stay.
30. Where a student has postponed the dates of the accommodation requirement, LSBF reserves the right to charge the student for the original booking and any further cost of changing the booking. LSBF cannot guarantee that the booking can be rearranged.

Refunds:

31. The arrangement fee is non-refundable and covers the administration cost of finding accommodation.
32. The deposit is only refundable based on achieving to the refund policies and procedures of the type of the accommodation.
33. In circumstances where the student's visa was refused more than 4 weeks prior to the start accommodation, accommodation fees may be refunded less an administrative fee of GBP150.00 on the provision of the following: (a) Copy of the visa refusal letter, AP200; (b) a copy of the student's passport showing photograph and signature and passport number; (c) an original letter of authority permitting payment of the services for the student where the accommodation payee was not the student.
34. In circumstances where the student's visa was refused less than 4 weeks prior to start the accommodation, the school accepts no responsibility to refund.

Limitation of Liability:

35. **Students' attention is particularly drawn to the following clause:** The liability of the London School of Business and Finance, Inter-Active Pro Limited, and/or Interactive World Wide Limited (and their Group, Associated and/or Affiliated companies) for losses arising from their negligence (except in the case of liability for death or personal injury), breach of contract or otherwise will be limited to the full amounts paid by the relevant student for the accommodation. Except in the case of liability for death and personal injury, such companies will have NO LIABILITY FOR INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE HOWEVER ARISING.
36. **Force Majeure:** LSBF cannot be held responsible for damage to an accommodation or failure to check-in or complete a contract with an accommodation provider due to an act of God, terrorism or war.
37. **Students' attention is particularly drawn to this section:** signature of the declaration below constitutes full and irrevocable acceptance of these terms and conditions.

Declaration:

I have fully read, understood and agree to comply with the terms and conditions set out herein.

Signature:

Name:

Date: