



Edinburgh's  
**TELFORD**  
College

# ACCOMMODATION



**STUDENT SERVICES**



2008-2009

**Make it in the modern world.**





# ACCOMMODATION

CONTENTS	PAGE
INTRODUCTION.....	2
UNITE RESIDENCE.....	3
REGISTERED LODGINGS.....	4
PRIVATE FLATS.....	6
ADDITIONAL INFORMATION.....	9
Houses in Multiple Occupation.....	9
Edinburgh's Landlord Accreditation.....	10
Council Tax.....	10
Problems or Advice.....	10
Things to bring with you.....	11
Budgeting.....	9
Terms and Conditions.....	13
STUDENT ACCOMMODATION REQUEST FORM.....	15



## INTRODUCTION

The Student Accommodation Service, as part of Student Services, gives students advice and information on available accommodation.

We offer two types of accommodation - registered lodgings and residential student accommodation. We occasionally receive information from private landlords about flats and advertise these on their behalf on the notice board in the Student Services area on the ground floor. Supply varies, and flats which become available are taken very quickly.

A Student Services Officer can also give advice on housing problems, and is available to help you with any difficulties you may encounter during your time at college.

Home/UK students: please note that if you choose landlord accommodation you will be given the accommodation providers contact details and it is your responsibility to contact them. Student Services will not contact potential accommodation providers on your behalf.

**You can contact a Student Services Officer by telephoning 0131 559 4251 or 0131 559 4209 or by e-mailing [accommodation@ed-coll.ac.uk](mailto:accommodation@ed-coll.ac.uk)**



## UNITE RESIDENCE ACCOMMODATION

Edinburgh's Telford College has secured the use of 50 rooms at one of the UNITE student residences in Edinburgh; James Craig Court. This is located at the East end of Princes Street and close to the number 16 bus route which goes directly past the College.

- Accommodation is in 3 to 6 bedroom apartments with en-suite bathroom in each room, fully fitted shared kitchen and living area;
- 24 hour onsite CCTV, common room area with TV and vending machines and pool table;
- On-site laundry room;
- High speed internet access in every room for a small monthly fee if you choose to have this;
- Social evenings on-site if you are not sure what to do on the occasional evening that you have free;
- Secure door entry system;
- Capped utility charge for the academic year;
- Tenancy length starts from 30th August 2008 and ends on 26th June 2009

If you wish to view this residence you may do so by calling the UNITE team for James Craig Court on 0131 557 9248. If you are interested in receiving information on UNITE, tick the appropriate box on the request form at the back of this booklet and we will send you an information pack. Please read carefully all the documents you are sent.



## ACCOMMODATION

- You are committed to the academic year when you sign a UNITE contract but if you wish to move out at any date, as long as you can find someone to take over your tenancy then you may leave without having to continue paying the rental. UNITE can help you with finding another student to take over your lease;
- Prices are £119 per week which includes your utility charges and internet connection;
- Refundable deposit of £250;

There are various ways of paying, either by credit or debit card or by direct debit. Any agreement is between you and UNITE. You are responsible for paying rent from the bursary or student loan that you receive, so you will have to budget very carefully. Look at the 'Budgeting' section for useful advice on this.

### REGISTERED LODGINGS

These are rooms to let within private homes, most of which are close to the college (walking distance or a short bus journey away). Some are located in other parts of the city.

- Rooms are available on a self-catering, bed & breakfast or bed, breakfast & evening meal basis.
- Some of the rooms are in family homes where students can be made to feel part of the family.
- Others are let by single people and are more like a shared self-catering flat.
- A few of the landladies/landlords offer a choice of catering arrangements, and some let rooms to more than one student.



## ACCOMMODATION

The rents charged vary, but the majority of landladies/landlords abide by the rates **recommended** to them by the Student Accommodation Service. For the 2008 – 2009 session the **recommended** weekly charges for a single room are as follows:

	<b>Bills included*</b>
<b>Self Catering</b>	£72.00
<b>Bed and Breakfast</b>	£74.00
<b>Bed, Breakfast and Evening meals</b>	£98.00

\* Please note that 'bills' cover household bills, i.e. gas and electricity, but NOT telephone bills.

If you are interested in staying in lodgings you can request a Lodgings List by ticking the appropriate box on the request form at the back of this leaflet. You can then contact those landladies/landlords on the list whose accommodation interests you.

- We have visited and checked many of the properties on the list, but it is constantly changing so it is possible that some of the properties have not been visited. We recommend that students view a few different lodgings themselves before signing a lease or paying any deposit.
- Some landladies/landlords insist on meeting potential tenants before confirming the let of a room.
- All arrangements for accommodation are subject to **private agreements** between individual students and their landlady or landlord.



# ACCOMMODATION

## PRIVATE FLATS

If this is the type of accommodation you would prefer, a number of agencies in the city can help you and it may be better for you to contact one of them. In addition to the rent, you will normally have to pay a deposit (sometimes substantial) to secure the lease of a flat, and once in the flat you will have to budget for a share of bills such as electricity, gas, etc.

Two agencies which often have student flats available, and which tend to be reasonably close to college are:

1. Dunedin Property Management  
Watershed House  
29 Telford Road  
Edinburgh, EH4 2AY  
Tel: 0131 538 9991
2. McMartin Wright Associates  
20a Alva Street  
Edinburgh, EH2 4PY  
Tel: 0131 220 0483

**Dunedin Property Management** has around 300 properties with a mixture of unfurnished, partly furnished and fully furnished lets.

**McMartin Wright Associates** has a variety of fully furnished flats available at a few North Edinburgh addresses.





## ACCOMMODATION

Some of the larger Edinburgh agencies which students have successfully dealt with in the past are listed below:

**Braemore Property Management**

Brae House

53 Dundas Street, EH3 6RS

Tel: 0131 624 6666      [www.braemore.co.uk](http://www.braemore.co.uk)

**Crichton - Stuart Management Services**

20 Manor Place, EH3 7DS

Tel: 0131 220 4817      [www.crichton-stuart.co.uk](http://www.crichton-stuart.co.uk)

**Countrywide Residential Lettings**

3 N.W. Circus Place, EH3 6ST

Tel: 0131 226 7407      [www.crlldirect.co.uk](http://www.crlldirect.co.uk)

**Dove Davies & Partners**

9 Atholl Place, EH3 8HP

Tel: 0131 228 3999      [www.dovedavies.com](http://www.dovedavies.com)

**Grant Management**

14 Coates Crescent, EH3 7AF

Tel: 0131 220 6360      [www.grantmanagement.co.uk](http://www.grantmanagement.co.uk)

**Littlejohns Ltd.**

115 Lauriston Place, EH3 9JG

Tel: 0131 228 3535      [www.littlejohns.ltd.uk](http://www.littlejohns.ltd.uk)



## ACCOMMODATION

For flats located close to the College in the Pilton or Granton area, you may want to check Cullen Properties

**[www.cullenproperty.com](http://www.cullenproperty.com)**

**Tel: 0131 221 1818.**

They have well managed furnished properties to rent and are experienced in dealing with students and their needs.

For high quality new fully furnished apartments close to the College you could try **Martin & Co., 23 East Norton Place, Edinburgh, EH7 5DR**

**Tel: 0131 656 6828**

**[www.martinco.com](http://www.martinco.com)**

The following are also good places to look for private flats:

- The Scotsman Newspaper which has a property supplement every Thursday.
- The List entertainment magazine which has a flatmates wanted section at the back.
- The ESPC, a free paper from supermarkets, solicitors and banks etc.
- [www.studentpad.co.uk/edinburgh](http://www.studentpad.co.uk/edinburgh)
- [www.accommodationforstudents.com](http://www.accommodationforstudents.com)
- [www.snapfax.co.uk](http://www.snapfax.co.uk)

If your worried about finding reputable letting agencies you may want to check the following website:

**[www.arla.co.uk](http://www.arla.co.uk)**

These sources are provided for information only. Edinburgh's Telford College cannot guarantee the quality and type of accommodation that may be advertised.



# ACCOMMODATION

## What next?

Once you have been offered a place at Edinburgh's Telford College, and are ready to arrange your accommodation, please complete the application form, stating the information required, and return it to the address given on the form.

## ADDITIONAL INFORMATION

### Houses in Multiple Occupation

The City of Edinburgh Council has introduced a licensing system for houses in multiple occupation (HMO). The aim is to increase the protection for tenants and neighbours by making sure accommodation is safe, well managed and of good quality. Houses in multiple occupation include shared flats and houses, bed-sits, lodgings, communal accommodation such as student residences and hostels.

### HMO

Private flats or lodgings with more than 2 students must have an HMO Licence. The licence confirms that the house has passed standards set by the council in living space, fire and sanitary facilities. When looking for accommodation, you can ask to see the landlord's HMO Licence. If you would like more information about the laws and guidelines, phone us on **0131 315 7103**.

**By law all landlords whether resident or not must have their gas appliances (boiler/cooker/gas fire) checked once a year. We recommend that you ask to see their landlord gas safety certificate before coming to an agreement with them.**



## ACCOMMODATION

### Landlord Registration

All landlords (with a few exceptions) are required to register with their local authority.

### Edinburgh Landlord Accreditation

This is a new scheme whereby landlords and letting agents can sign up to the **Edinburgh Landlord Accreditation Scheme**. It promotes good practice with the privately rented sector for more information go to [www.edinburghlandlordaccreditation.co.uk](http://www.edinburghlandlordaccreditation.co.uk)

### Council Tax

**Full-time** students are no longer liable to pay Council Tax, **even when sharing with non-students**. If you are sharing with non-students make sure that they are aware of this. You are required to complete an exemption form which excludes you from liability for Council Tax. Call the City of Edinburgh Council on **0131 200 2000** to ask for one.

### Problems or Advice

The vast majority of students live quite happily in their accommodation. However, students can encounter problems such as disputes with landlords, problems paying their rent or problems with flatmates. Student Services is here to help you deal with such problems if they occur. Student Services Officers hold regular drop-in sessions each week during term. The times of these will be advertised around the College.



## ACCOMMODATION

### Things to bring with you

When you are packing to come to college, remember to bring with you:

- Any paperwork you have relating to your offer of a place at college.
- Any paperwork you have relating to your bursary or loan.
- If you are staying in halls of residence, kitchen utensils such as pots, pans, plates, cups and cutlery.
- Your medical card so that you can register with a doctor.

### Budgeting

Apart from the work involved in achieving a qualification, one of the greatest challenges facing students during their time at college is successfully managing their money. When first paid out, bursary or student loan payments can seem quite substantial. However it is very easy to spend them too quickly, which will leave you without any money to live on until the next payment. It is very important that you make sure you have enough money to pay your rent and feed yourself.

As many students find it necessary to have a part-time job to get by, it makes sense to try and plan your expenditure. Below is a simple method to help you budget through your time at college.



## ACCOMMODATION

Divide your student loan + any supplementary grant\*, or your bursary of £..... by the number of weeks of your course (including Christmas and Easter vacations):

£..... per week to live on.

Calculate weekly expenses:

Rent	£.....
Bills (Phone, etc.)	£.....
Food	£.....
Travel	£.....
Clothes, toiletries etc.	£.....
Social	£.....

Add weekly estimate for exceptional expenses  
(books, equipment, study trips, child-care etc.) £.....

Total £.....

\* Dependant's Grant, Lone Parent Grant, Disabled Students' Allowance

# **REQUEST FOR ACCOMMODATION TERMS AND CONDITIONS (INTERNATIONAL STUDENTS)**

Edinburgh's Telford College does not have access to its own accommodation but Student Services will support you to find suitable accommodation through links with UNITE Student Residences and by providing information on landlord/landladies and letting agencies.

## **PRIOR TO THE START OF YOUR COURSE**

Send your application for accommodation to reach us not later than 4 weeks in advance of the Start Date of your Course (it is important to note that if we do not receive 4 weeks we are unable to guarantee accommodation).

## **ARRIVING IN EDINBURGH**

Student services will do all that they can to ensure that they find suitable accommodation for all students however, due to circumstances beyond our control, there may occasionally be instances where this may not be possible.

Edinburgh's Telford College are unable to acknowledge receipt of this request. You must check before you arrive that accommodation has been allocated. This is important if you are arriving in Edinburgh from another country.

## **CHANGE OF ACCOMMODATION**

Students who wish to change accommodation after their arrival must note that it is the responsibility of the student to contact providers and re-arrange this. Student Services will give advice and information only about how to do this and cannot be held responsible for the allocation of accommodation.

# REQUEST FOR ACCOMMODATION TERMS AND CONDITIONS

Please sign below to confirm that you have read and understood the terms and conditions ( in your absence you may ask someone to sign on your behalf) and return a copy to Student Services at Edinburgh's Telford College.

Student Signature:.....

Name:.....  
(printed)

\*If the student is not present these terms and conditions must be communicated clearly to them and signed below on their behalf.

Signature:.....  
(on behalf of the student)

Name:.....  
(printed)





# ACCOMMODATION

## STUDENT ACCOMMODATION REQUEST FORM

Once you have been offered a place at Edinburgh's Telford College and are ready to arrange your accommodation, please complete this form and return it to:

**Student Accommodation, Student Services,  
Edinburgh's Telford College,  
350 West Granton Road,  
Edinburgh EH5 1QE.**

Name:.....

Date of Birth:.....

Course:.....

CourseStart Date:.....

CourseTutor:.....

Home Address:.....

.....Post Code:.....

Home Telephone:.....

Daytime Telephone:.....

Please tick the appropriate boxes:

**I would like a copy of the lodgings list.**

☐

**I would like a UNITE Residence Information Pack.**

☐



# ACCOMMODATION

## DATA PROTECTION



The information you have provided is protected under the Data Protection Act 1998 and will be used only in the processing of your application for accommodation. If you have asked for a Halls of Residence Information Pack your details will be passed to the accommodation officer at Jewel and Esk Valley College. Otherwise, they will not be disclosed to a third party.

# NOTES



Edinburgh's Telford College strives to be an inclusive College that welcomes and supports learners from all age and ethnic groups, genders, abilities, sexual orientations, cultural and religious backgrounds.

The College has developed policies to ensure that unfair discrimination does not occur and is ethically and legally committed to equal opportunity in all institutional areas of activity. Appropriate remedial and, if necessary, disciplinary action will be taken in order to eliminate discrimination wherever it occurs. Telford is founded on the principles of creating an inclusive College, one College for all.



**Course Hotline:**

**0131 559 4000**

**[www.ed-coll.ac.uk](http://www.ed-coll.ac.uk)**

**Make it in the modern world.**

Edinburgh's Telford College, 350 West Granton Road, Edinburgh EH5 1QE

☎ 0131 559 4000

📠 0131 559 4111

💻 [www.ed-coll.ac.uk](http://www.ed-coll.ac.uk)