Glasgow Caledonian University provides rooms on campus in the city centre. 
http://www.caledonian.ac.uk/student/about/maps.html

There are generally more applications than rooms available so students are not automatically guaranteed accommodation at Caledonian Court. We do not have any designated family or post-graduate housing, but we can provide information on private sector accommodation for students who prefer to make their own arrangements. The approximate rent of £94.50 - £107.10 per week (for 39 week contract), includes heat, light, power and internet connection to your PC. There is a communal laundry (pay as you go) for students’ use. The excellent shopping facilities and social amenities of the vibrant city centre are right on the doorstep. Offers of accommodation can only be made after we have received the application form, completed by you. When you receive an offer of accommodation then you can agree to accept the Conditions of Lease and make the advance payment of £650, providing you have received an offer of a full time course at Glasgow Caledonian University.

All students are entitled to apply, but priority will be based on criteria such as:

- age under 19 by September, and live far from Glasgow
- or with recognised and declared special needs
- or an international student, studying for a full year* AND in your first year of study
- or a student residing in a country outside the European Union

* Please be aware that short term accommodation is not an option at the beginning of the academic session. Once you have agreed the contract you are legally bound to pay rent for the duration of the contract period, whether or not you remain in residence.

Accommodation Office
Caledonian Court, Dobbies Loan, Cowcaddens, Glasgow, G4 0JF
Email: accommodation@gcu.ac.uk Website www.caledonian.ac.uk to find out more.
Tel: 0141 331 3980  Fax: 0141 331 3957
University Accommodation

University accommodation is predominantly occupied by young first year students. They may prefer to enjoy a full social life without appreciating the effect this has on their studies. If you expect peace and quiet, total independence and freedom from discipline, University accommodation may not be the best place for you to stay. And if you have any special requirements please bring them to our attention by sending a letter with your application. Where possible, we will do all we can to meet your needs.

After the start of session rooms are offered subject to availability. Students attending Glasgow Caledonian University as part of a course at another institution should apply for accommodation as soon as possible, especially if the dates do not coincide with the norm. Students studying in Semester A (September - January) or B (January - June) must indicate this clearly at the time of application. Semester B students will be informed in December if an offer of accommodation is to be made, as this will depend on matching with someone from Semester A. Once the session is underway, accommodation is subject to availability and you should be prepared to make your own arrangements if necessary, at least until there is a vacancy. Advance bookings for short term lets are not generally possible during the term.

To avoid any misunderstanding and last minute panic you should not assume that you have a room until you receive confirmation in writing from the accommodation office - i.e. an offer from any other department or institution is not a guarantee of a room. Only Accommodation Office staff allocates rooms to students.

You must carefully consider the consequences of changing your mind after moving in, as you will be liable for all rent due for the remainder of the session. If you terminate your contract early, and the vacancy is re-allocated, you will be charged rent to the date that someone else moves in and an additional £100. Please notify us immediately of any intended/unforeseen changes in your tenancy, as contracts are not variable. Rent - weekly equivalent (September 2013 to June 2014 - 39 week contract):

Self catering  Approximately £94.50 Standard, £107.10 Ensuite per week

You cannot move in until you have received an offer of accommodation confirmed acceptance of your course paid the advance instalment

About The Contract

The Accommodation Contract is for the standard academic session/semester, irrespective of late arrival or early departure, and includes placements and “time-out” as defined by the University, which means you are liable for rent even if you don’t occupy your room. Extensions into summer time are agreed at the end of term, at additional cost.

If you are offered accommodation, please read carefully the University Conditions of Lease so that you fully understand your agreement and obligations. Then you must return the signed acceptance form and make advance payment of £650. If you decide to cancel after making payment, you must write to us as soon as possible so that your room can be re-allocated. If this is received at least 10 days prior to the commencement of the contract date, you will be refunded, less an administration charge of £50. If you don’t occupy your room after this time, and don’t let us know, rent is deducted from the advance for up to three weeks, plus a late cancellation fee of £100 and the offer of accommodation is withdrawn.

Private Sector Accommodation

Accommodation is also available in the private sector, but students must make their own arrangements. If you are able to come to Glasgow before starting your course in September, between June and August you may be able to stay at Caledonian Court while you’re looking for suitable alternative accommodation in the city. There is also the Private Accommodation Database which is a verified private accommodation listing website in Glasgow: http://www.glasgowpad.org. Please contact us for further information.
Caledonian Court was built in 1995 and extended in 2000, providing students with a convenient place to live on campus, in the city centre, where the accommodation is in landscaped grounds, close to all amenities, maps.google.co.uk and click on postcode G4 0J F to see where we are or www.gcu.ac.uk/theuniversity/howtofindus/

The self-catering accommodation, consists of 100 flats with 6/8 bedrooms (standard and en-suite) for 660 students. Each flat has a kitchen, showers and toilets, and access to a communal laundry (pay as you go). An inventory is on page four.

Some rooms are equipped for students with special needs/disabilities.

Students are responsible for laundering bed linen and maintaining housekeeping standards. Flats are inspected daily and cleaning charges will be made if standards are not met. Rent includes electricity and heating.

PARKING Parking on campus is strictly limited and subject to review. Resident students are advised NOT to bring cars, unless you are an essential car user such as registered disabled, though there is metered street parking / multi storey parking nearby. The residences are just across the road from the campus.

INTERNET Wired internet facilities are available. Details and costs will be provided on arrival. It is important that all software is licensed and not pirate copies. University security measures must be adhered to at all times.

SAFETY There is a CCTV system, perimeter lighting and 24/7 security staff. Public telephones are available in each block. Residents must keep the premises clean, tidy and free from obstruction. Dispose of rubbish in the designated bin-stores. Regular inspections are carried out to ensure compliance with the Conditions of Lease. All rooms are protected by a sensitive fire alarm system, which activates when there is excess heat or smoke. Even false alarms are treated as genuine, and evacuation is compulsory. There is a fine of up to £100 for negligent or malicious behaviour. It is the responsibility of residents to accurately follow recommended emergency procedures and routine fire drills. Visitors are permitted in residents’ rooms at reasonable times, up to midnight. Noise must be kept to a minimum, especially during the night (between 10.00p.m. and 10.00a.m.) and at exam times. Overnight guests must be booked in advance. Students are responsible for the behaviour of guests and any costs incurred. Please refer to your contract for guidance. We are here to help you settle into your new surroundings and get the most out of the experience of living away from home. It can be a stressful time in the first few weeks and if you are finding it difficult, come and talk to us.

RESIDENTIAL ASSISTANTS During your stay at Caledonian Court there will be Residential Assistants on duty throughout the evenings who will be able to help with any problems/concerns you may have or if you would just like to talk to someone.

KEYS When you arrive, report to the Security / Reception Office at Caledonian Court, at the above address, to register and collect keys, on the due date, providing you have paid your advance of £650 and returned your acceptance form in order to comply with University Conditions of Lease. Otherwise the Accommodation Office operates an “open door policy” from Monday to Friday between 10.00-12.00 and 2.00-4.00, other times by appointment only. The security office is open 24/7, so that out of hours arrivals can be made when the Accommodation Office is closed.

DAMAGES Charges for excess or malicious damages are issued when they occur, and are due for immediate payment. Registration for a following year of study is not permissible where a debt remains due to the University. Disciplinary action may also be taken.

PROCEDURE FOR PAYMENT Rent is due in advance instalments, using the University’s online payment system, for which you must have your own bank account in UK. International students are advised to get a reference from their bank at home, so that an account can be opened more easily in Glasgow. A reference from the Accommodation Office will also be required. The advance of £650 is deducted from total rent due and the balance is divided into 7 equal instalments commencing in October. Enquiries regarding other aspects of your account should be made at the Accommodation Office.

Arrears are NOT PERMITTED

CONTRACT Your agreement to abide by the Conditions of Lease with Glasgow Caledonian University is for the full duration of the contract period. PLEASE READ YOUR LEASE CAREFULLY IN ORDER TO UNDERSTAND YOUR CONTRACTUAL OBLIGATIONS. Students requiring accommodation for short periods (subject to availability) are charged a higher rent (£100 - £120) and extensions must be paid in advance.

IT IS IMPERATIVE THAT THE ACCOMMODATION OFFICE AT CALEDONIAN COURT IS INFORMED IMMEDIATELY OF ANY CHANGES CONCERNING YOUR TENANCY OR STUDENT STATUS. If you withdraw from your course, you must tell the Accommodation Office in writing as soon as possible. There is an additional charge of £100. Please understand that if you decide to move out for any other reason you are liable for rent, plus £100 (unless the rent is paid in full) even if you move out or have already agreed another contract elsewhere.

TRANSPORT Caledonian Court is in the city centre, in easy walking distance of all major routes through the city. (Buchanan Bus Station, Underground, trains at Central Station and Queen Street Station) Glasgow International Airport is only 20 minutes by car/taxi or bus (to Buchanan Bus Station). A weekly bus pass costs about £18. Traffic noise is unavoidable in the hustle and bustle of the city centre.

COMPLAINTS Repairs and faults must be reported as soon as possible. Complaints about fellow residents should be dealt with in person in the first instance, thereafter to the Accommodation Office in writing, and we will do what we can to help. This may involve a change of rooms. Complaints or comments about accommodation services in general, should be addressed to the Accommodation Officer in writing.

INSURANCE & MEDICAL You should insure your own belongings. Your parents may extend a “Home Contents” policy while you are away from home. Otherwise special policies are available for students. The University is not responsible for any loss or damage. Students must register with a local doctor while they are resident in Glasgow, for which you should bring your NHS medical cards. Please let us know if you have any medical condition. For general NHS information please phone free on 0800 22 44 88

SMOKING POLICY Scotland implemented a policy of “no smoking” in all public areas in 2005. The University is a no smoking campus, including the residences. If you are a smoker and there are any complaints, you will be required to stop smoking on the premises.
SAMPLE INVENTORY 2013-2014

KITCHEN

2 x fridge/freezer   2 x cooker   Fire blanket   Powder fire extinguisher
Flip-top bin   Microwave Oven   Kettle (cordless)   2 x plastic basin
Plastic dish rack   Kitchen Table   6-8 Kitchen Chairs   Storage Heater / Radiator

BEDROOM

Waste bin   Adjustable study chair   Study desk   Shelf / Bookcase
Single bed   Mattress cover   Curtains   Pedestal drawer unit
Pin-board   Study lamp   Sink & towel hook   Vanity mirror
Vanity light   Headboard   Storage heater / Radiator

* Bedding packs will be available to purchase at cost price on arrival

GENERAL

Ironing board and cover   Iron   Wall Mirror   Vacuum Cleaner
12” soft head brush   Cotton mop   Mop bucket   Foam Fire Extinguisher
Brush and shovel   2 x storage heaters/radiators

Washing machine *   Tumble Drier *

*There is a coin operated laundry facility at Caledonian Court.

TOILET/SHOWER

Toilet roll holder   Towel hook   Toilet brush (per toilet)

Frequently Asked Questions 2013-2014

We will do all we can to contribute to the success of your GCU experience.
Here is a list of the 10 most frequently asked questions about accommodation.

1. Q: What type of accommodation is available, where is it, how much is the rent and what is included?
   A: Mostly single rooms (50% en-suite) at Caledonian Court (just across from the University) in self contained flats of up to 8 rooms with a shared kitchen at £94.50 - £107.10 per week approx. (x 39 week contract) including power, heat, lighting and wired internet access

2. Q: When will I know if I have a room in residence?
   A: Once you apply for accommodation (this is a separate application from the one for your course at the University) you will not hear anything until allocations are made from June to September. If you hear nothing by August please call the Accommodation Office.

3. Q: If I change my mind and want to move out, what happens?
   A: Your contract is legally binding for the session of 39 weeks (unless by written agreement from the Accommodation Manager) so make sure you read the small print in the Conditions of Lease and understand your obligations. If you withdraw from your course, you will be charged to the date of departure plus £100. If you prefer to live somewhere else once you’ve moved in, and if you are still a student, you are responsible for rent at Caledonian Court until the vacancy is filled and your room is re-allocated, which may not happen. Don’t risk paying two rents by signing a contract for another flat. If you are in financial difficulty, talk to us - we may be able to offer you a cheaper room, or speak with one of the University funding advisers. It is also possible to find employment, depending on your course commitments and availability to work.

4. Q: What about internet access and telephones?
   A: A wired internet system is installed and University procedures must be strictly followed. Students need their own computer and the University IT department will arrange to make it compatible when you register with them after matriculation. There is currently (2012/13) no additional charge for internet services. All software must be properly licensed and University security procedures must be followed. There is a payphone in each building, however most students rely on their mobiles.

5. Q: Can I bring my TV and do I need a licence?
   A: Your TV must be in good condition and comply with regulations - electrical equipment may be tested for suitability and a small fee may be charged. Students are advised it is their responsibility to buy a licence.

6. Q: What do I need to bring with me?
   A: Towels and bedding are not provided. The flats are equipped with basic utensils (see inventory above). As you will be living in the city centre, there are plenty of supermarkets and shops for anything you might need while you're settling into life at GCU.

7. Q: Are my belongings insured while I'm living at Caledonian Court?
   A: It is up to you to insure your own property. The University may not be liable unless there has been proven negligence. Usually your parents’ home insurance policy can be extended to cover a student’s belongings while living away from home as a student. Please check this out.

8. Q: Can I park at Caledonian Court or on campus?
   A: Unless you are an essential car user, such as registered disabled, students are advised NOT to bring cars as parking is strictly limited and not guaranteed. There is currently no fee (2012-13). Students are not permitted to park on the main campus.

9. Q: Where can I get economical meals?
   A: Most students prefer to do their own cooking to save money. The University refectory on campus is open Monday to Friday and a whole variety of restaurants and cafes – fast food or five star cuisine, is within a few minutes walk.

10. Q: Is there a member of staff available at all times?
    A: Two security staff are on duty 24/7 and they are here to help you settle in and assist with any problems when the office is closed. The security office is where students collect post and leave any messages or notices for other students. The accommodation office is in the middle of Caledonian Court. There is an “open door” policy between 10-12 and 2-4, Monday to Friday, with appointments at other times by arrangement. Welfare support is provided on campus by Learning Services.