

2012/2013 INFORMATION PACK

**CUIRT NA COIRIBE
HEADFORD ROAD
GALWAY**

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**PLEASE READ THE ENCLOSED INFORMATION
CAREFULLY BEFORE FORWARDING YOUR
APPLICATION FORM FOR ACCOMMODATION**

**CANCELLATIONS AFTER FRI 10th AUGUST AT
5PM WILL LOSE 50% OF BOOKING DEPOSIT**

**IN THE CASE OF FIRST YEAR CAO APPLICANTS
THIS PERIOD IS EXTENDED TO 3 DAYS AFTER
FIRST ROUND OFFERS**

WELCOME TO CUIRT NA COIRIBE

Welcome to Cúirt na Coiribe student accommodation which opened in September 2004. Cúirt Na Coiribe is situated in a highly desirable location approximately 10 minutes walk from NUI Galway on the Headford Road opposite Dunnes Stores and less than 10 minutes walk to the city centre.

We are a **NO-SMOKING** student village and smoking is prohibited in all internal areas including apartments and corridors.

We have a strict no smoking policy and evidence of smoking will result in the offending apartment being fined €100.00 for the first offence. A second offence will result in a fine of €300.00 and a third offence will result in termination of the lease and eviction.

Cúirt na Coiribe is tailor made for student living and offers students:

- Luxury accommodation close to NUI Galway.
- Onsite facilities including; Reception office, shop, self service launderette and restaurant.
- Full security features including CCTV, out-door lighting, intercoms, full reporting key fob entry protection, 3-point locking windows and doors and units are equipped with burglar alarms.
- Nightly security patrols.
- Direct Dial Telephone with voicemail, house to house dialing facility and internal calls to reception, security, restaurant and taxi service. External calls permitted with use of call card available to purchase at the on site shop.
- Multi channel TV.
- Single bedrooms with broadband internet access for all students (students must provide their own computers with Ethernet card and Cat 5 network cable).
- Secure underground parking for resident students. The car park is accessed using a buzzer. Residents must register their cars with reception and pay a €30.00 refundable deposit for the buzzer. On safe return of the buzzer to the reception office the deposit will be refunded as part of the deposit refund.
- Bicycle storage in the underground car park.

APARTMENTS AT CUIRT NA COIRIBE

Apartments comprise of 4 to 7 bedrooms with a mixture of single, single en-suite, single deluxe and/ or single en-suite deluxe rooms. (The deluxe room offers a double bed and is for single occupancy only).

There are also a number of apartments available which are specially adapted for students with special needs. For further details please contact management on 091 700700.

Each apartment comprises of:

- Kitchen/Dining/ Living Room
- Fully Fitted Kitchen
- Oven & Hob
- Fridge with ice box or fridge freezer
- Microwave
- Kettle & Toaster
- Iron & Ironing Board
- Cutlery & Crockery
- Dining Table & Chairs
- Two or Three Seater Sofa's
- Multi-channel T.V. with Remote Control
- Telephone – room to room dialling. Telephone cards with competitive call charges may be purchased at the on site shop for making external calls.

Bedrooms:

- Bed with Underneath Storage
- Bedside Locker
- Study Desk and Study Lamp

- Fitted Wardrobes
- Internet Access
- Individually Controlled Heating
- Mattress Protector

***NB: Students must supply own pillows, sheets, duvets and clothes hangers and must be removed at the end of the year.**

Mattress protectors are laundered by management at the end of each academic year for health and hygiene purposes at a cost to the student and are re-laundered following the summer season at a cost to management.

PLEASE NOTE:

- **THIS IS A NO-SMOKING STUDENT VILLAGE.** Smoking is prohibited in all internal areas including apartments and corridors. Where evidence of smoking is found in an apartment then that apartment will be fined €100.00. A second offence will result in a fine of €300.00 and a third offence will result in eviction and termination of the lease.
- No pets permitted.
- No bicycles indoors – they are to be kept in the bicycle park in the basement.
- No chewing gum.
- No candles permitted.
- No parties allowed – all apartments are covered by sound monitors.
- CCTV is installed.
- Rooms with balconies – **note** that due to health & safety requirements doors to balconies are permanently locked.
- Lifts are for disabled access only. A doctor's certificate must be forwarded to management to gain access to lifts.
- We require tenants to separate and recycle waste. All apartments have a waste segregation bin fitted under the kitchen sink. Large bins are located in the basement for disposal of waste.
CLEAN DRY RECYCABLES – clean dry items only - paper, magazines, newspaper, plastic bottles & containers, cardboard, milk & juice cartons, empty food tins, drink cans. Rinse, dry and squash containers.
FOOD BIN – organic waste only, paper towels, tissues, wrap cooked & raw food in newspaper or purchase BioBag from the on site shop.
GENERAL WASTE – non recyclable waste i.e. dirty plastic, tin foil, bathroom bin sanitary items, blades, toothpaste tubes, crisp packets, biscuit wrappers, wax paper wrappings.
GLASS BINS – brown, green and clear glass bins.

PLEASE NOTE: All tenants are responsible for separating their waste and disposing of it correctly in the bins provided. Apartments not complying with waste policy will be fined €100.00 per occurrence detected during spot inspections.

ROOM RATES FOR ACADEMIC YEAR 2011/2012

Type	Per bed Per week	1 st Moiety* due by 10 th August	2 nd Moiety** due by 7 th December	Full Academic Year – 39 weeks – 01 st Sept 2012 – 31 st May 2013
Single	€105.00	€2,310.00	€1,785.00	€4,095.00
Single in twin room	€85.00	€1,870.00	€1,445.00	€3,315.00
Single en-suite	€115.00	€2,530.00	€1,955.00	€4,485.00
Single en-suite (wheelchair accessible)	€115.00	€2,530.00	€1,955.00	€4,485.00
Single Deluxe (double bed)	€115.00	€2,530.00	€1,955.00	€4,485.00
Single en-suite deluxe (double bed)	€125.00	€2,750.00	€2,125.00	€4,875.00

NB: Booking/ Cancellation/ Damage Deposit of €900.00 is also due (see breakdown below)
All bank charges when transferring fees are to be incurred by the tenant.

*First Moiety to be paid no later than Friday August 10th 2012

In the case of First year CAO applicants this period is extended to 3 days after first round offers.

**Second Moiety to be paid no later than Friday 7th December 2012
Applications are only accepted for the entire occupancy period of 1st September 2012 – 31st May 2013 unless otherwise agreed in writing with management.

In the event of early departure students run the risk of losing their full first moiety payment and will lose 50% of their booking deposit

Booking / Cancellation/ Damage Deposit: €900.00

Electricity*	Electricity deposit paid in advance	€300.00
Damage Deposit	Refundable less any damage/ missing items	€300.00
Fob Deposit	Refundable if fob returned at end of year	€ 30.00
Utilities**	Non refundable	€270.00

Electricity Payment

Management pay the bills on behalf of the students; however, copies of bills will be sent to the apartments for information purposes.

The €300 electricity deposit is a pre-payment. Any refunds due to residents from the €300 electricity pre-payment will be refunded with the rest of the deposit refund at the end of the year. Where bills exceed €300 the additional charges will be deducted from the damage deposit or will be billed separately.

**Utilities – covers TV license, cable TV, refuse, internet access, incoming calls & voice mail with room to room dialling.

Leases will be **emailed** to all students in July/early August. The front page and three required signature pages are to be printed out, signed on the relevant pages and sent back to Cúirt na Coiribe by **Friday August 3rd**.

End of year deposit refunds will be made as soon as possible after the end of the term (31st May) however due to the work load involved this will take 6 – 8 weeks.

NOTE: All tenants are responsible for separating their waste and disposing of it correctly in the bins provided. Apartments not complying with waste policy will be fined €100.00 per occurrence detected during spot inspections.

APPLICATION AND BOOKING PROCESS

Applications for accommodation for 2012/2013 will be accepted from early 2011. Rooms are only available to full-time students of NUI, Galway.

Rooms are offered on a first come first served basis and taking into consideration previous conduct if formally a resident of Cúirt na Coiribe. For non residents we require a referee and contact number.

When completing your application please only indicate the rooms that you would accept if offered.

Please note that applications will be accepted only for the entire occupancy period from 01st

September 2012 to 31st May 2013 unless otherwise agreed in writing with management. Contact office for further details.

- Please forward the booking/ cancellation deposit payment of €900.00 by cheque or bank draft made payable to **Cúirt Na Coiribe Management Co. Ltd.** (We do not accept cash, laser or credit cards).
- Complete the application form and attach a passport size photo signed on the back.
- Include a stamped self-addressed envelope.

Please make payments payable to: **Cúirt na Coiribe Management Co. Ltd.**

And send applications to:

**Accommodation Officer,
Cúirt Na Coiribe Management Co. Ltd.,
Administration Office,
Headford Road,
Galway**

All application forms and payments received will be issued with a receipt within 6 weeks of receipt of booking/ cancellation deposit.

This is not a guarantee of a bed space at Cúirt na Coiribe.

NOTE: ALL BANK CHARGES ARE TO BE INCURRED BY THE APPLICANT.

OFFERS OF ACCOMMODATION

Offers of accommodation will be made in April/ May 2012. Prospective residents will be required to confirm in writing acceptance of the room and type of apartment offered within 14 days of date of offer letter. The lease will be forwarded by **email** in July/early August to be signed by the tenant and guarantor once the applicant accepts the offered room and returns notification of acceptance on time. If applicants do not accept the room offered they may cancel and their booking/ cancellation deposit will be returned minus the administration fee of €100.00.

Other tenant details will not be given out before check-in.

For those who do not receive offers of accommodation they will be notified in writing and will have the option of remaining on our waiting list or may cancel and have their deposit returned. There are no guarantees that applicants on the waiting list will be offered accommodation at Cúirt na Coiribe.

SECURING A ROOM

To secure a room you must ensure that you:

1. Accept the offer made to you within the time specified as the offer will only be valid for a limited time period.
2. Make your first moiety payment by Friday August 10th
3. Return the signed lease to reception by Friday August 3rd

CANCELLATIONS

Cancellation of a bed space must be made in writing and it is the responsibility of the applicant to ensure the cancellation has been received by Cúirt Na Coiribe. In the event of cancellation on or before the 10th August 2012 a €100 administration fee is charged and the remainder of the booking/ cancellation deposit is returned.

Any cancellations made after 10th August 2012 run the risk of losing their full first moiety payment and will lose 50% of their booking deposit. Any outstanding bills will be deducted.

Applicants who are offered a bed space at Cúirt na Coiribe and cancel or fail to return their acceptance letter on time will have their booking/ cancellation deposit returned minus the €100.00 administration fee.

In the case of first year applicants:

First year applicants must notify us in writing no later than 3 days after first round offers are made if they wish to cancel their bed space, in order to receive a refund. The booking/ cancellation deposit of €900.00 will be returned minus a €100 administration fee.

First moiety payment must be paid within 3 days of first round offers.

TERMS & CONDITIONS

1. A Lease Agreement is entered into between the Student & his / her Landlord. The student is obliged to follow the Village Rules, which outline the Rules & Regulations in place for the development and which forms part of the Accommodation Contract / Lease.
2. Accommodation Contracts / Leases will be emailed during summer 2012. To confirm room reservations, please read the Contract / Lease very carefully, sign and return it to Cúirt Na Coiribe Management Co. Ltd. with accommodation payments due by 10th August 2012. **N.B:** All residents are responsible for accommodation payments for the full duration of the tenancy. If a resident wishes to cancel during the Accommodation Contract / Lease the onus is on the lessee to procure a replacement /suitable resident. We will assist in the search for an appropriate tenant however, if the room remains empty, liability for the rent and electricity remains the responsibility of the person named on the Accommodation Contract / Lease until the date the contract terminates.
3. A key-fob will be issued on check-in on or after the 1st September which will permit access to the allocated room. The key fob deposit of €30 will be refunded on safe return of the key-fob to the reception at the end of the academic year. In the event of loss of key-fob during the year a replacement fob can be received from reception for a fee of €30. Keys are validated for the first semester and must be revalidated again on receipt of second moiety due before December 7th 2012.
4. It is a requirement that the tenant presents their NUIG student card as soon as possible after College Registration to Reception.
5. All bank charges are to be incurred by the applicant.
6. Management pay the bills on behalf of the students; however, copies of bills will be sent to the apartments for information purposes.
The €300 electricity deposit is a pre-payment. Any refunds due to residents from the €300 electricity pre-payment will be refunded with the rest of the deposit refund at the end of the year. Where bills exceed €300 the additional charges will be deducted from the damage deposit or will be billed separately.

7. Applicants who are offered a bed space at Cúirt na Coiribe and cancel or fail to return their acceptance letter on time will have their booking/ cancellation deposit returned minus the €100.00 administration fee.
8. Applicants who cancel a confirmed bed space at Cúirt na Coiribe on or before 10th August 2011 will have their booking/ cancellation deposit returned minus the €100.00 administration fee.
9. Any cancellations made after 10th August 2012 lose 50% of their booking deposit.
10. First year applicants must notify us in writing no later than 3 days after first round offers are made if they wish to cancel their bed space, in order to receive a refund. The booking/ cancellation deposit of €900.00 will be returned minus a €100 administration fee. Cancellations after this date lose 50% of their booking deposit and will run the risk of losing their full first moiety payment. Please check with Cúirt na Coiribe office that the cancellation notification has been received.
11. Apartment and room inspections will be carried out on a monthly basis during the year and all students are responsible for maintaining their property to the standard in which they received it. Students are liable for the cost of engaging contract cleaners where apartments are being neglected.
12. Students are required to take out insurance cover for personal belongings held on site.
13. All students are responsible for maintaining their computer equipment and updating their anti-virus software. If a student is found to have infected the Cúirt Na Coiribe network then that student will be liable for any charges incurred to restore the network.
14. All invoices and bills must be paid by the due date or within 14 days of date of invoice.
15. Any problems or issues within the apartment must be **reported immediately in writing** to the reception office.
16. Residents present during fire drills must participate in the drill. Failure to do so will result in a written warning and recorded in the on site fire register.
17. While guests are permitted onsite residents are responsible for the behaviour of their guests.

FAQ'S

How are co tenants rooms allocated?

If you wish to share with friends please include their names on the application forms. We will endeavour to accommodate you but this is subject to availability and subject to all applicants paying their booking/ cancellation deposit, confirming acceptance of bed space and receipt of first moiety payment by the due date.

We cannot guarantee that we will be able to accommodate all requests but we will do our best. Otherwise co tenants are allocated on the basis of sex, year of study and age. Our apartments are mixed gender apartments.

How are rooms allocated?

Rooms are offered on a first come first served basis and taking into consideration previous conduct if formally a resident of Cúirt na Coiribe. For non residents we require a referee and contact number. When completing your application please only indicate the rooms that you would accept if offered.

When are the final dates for payment of the first and second moiety?

Your first moiety payment is due by the 10th August 2012 and the second moiety payment is due by the 7th December 2012.

In the case of first years, the first moiety payment is due 3 days after first round offers are made.

What happens if I pay my booking/ cancellation deposit and fail to be offered a place at NUIG?

You must notify us in writing within 3 days of the first round offers to cancel and receive a refund on your booking/ cancellation deposit. An administration fee of €100 will be deducted from the booking/ cancellation deposit. Cancellations after 10th August will lose 50% of the booking deposit. Please check with Cúirt na Coiribe office that the cancellation notification has been received.

Do you accept semester tenants?

Yes, we have a limited number of semester bed spaces available on a first come first served basis which must be agreed in writing with management. Limited availability and conditions apply. For more information contact the office.

Who is responsible for paying the electricity?

Management pay the bills on behalf of the students; however, copies of bills will be sent to the apartments for information purposes.

The €300 electricity deposit is a pre-payment. Any refunds due to residents from the €300 electricity pre-payment will be refunded with the rest of the deposit refund at the end of the year. Where bills exceed €300 the additional charges will be deducted from the damage deposit or will be billed separately.

Can I move rooms/ apartments during the academic year?

Room changes must be discussed with management and are dealt with on a case by case basis and will only be permitted where there is a suitable alternative room available. Room changes may not occur due to 100% occupancy. In the event of room changes an administration charge of €50.00 will apply plus cleaning charge and all bills to be paid and finalized.

Where is Cúirt Na Coiribe?

We are located only a circa 10minute walk from the National University of Ireland, Galway, on the Headford Road opposite Dunnes Stores, Terryland and less than 10 minutes walk from the centre of the City.

When will end of year refunds on security deposits be made?

Due to the number of residents and workload involved deposit refunds will be paid from mid to late July ie 6 – 8 weeks after the end of May.

2012/2013 STUDENT ACCOMMODATION APPLICATION FORM

Saturday 1st September 2012 - 31st May 2012

**APPLICATION MUST BE COMPLETED IN FULL & IN BLOCK CAPITALS TO BE PROCESSED.
PHOTO, PPS NUMBER (IF IRISH) & EMAIL ADDRESS MUST BE INCLUDED**

Surname: _____ First Name: _____

PPS NO: (Must be supplied) _____ Date of Birth: D ____ /M ____ /Y ____
(7 numbers & 1 letter)

Sex: Male Female Nationality: _____

Email Address: _____
(Please use an active email address, your lease will be sent by email)

Home/ Permanent Address: _____

Home Telephone No: _____ Applicant Mobile No: _____

Next of kin: _____ Mobile No: _____

Guarantor: _____ Mobile No: _____

Guarantor Address: _____

Where did you live in the academic year 10/11(does not apply to 1st yr applicants)? _____

Referee Name: _____ Referee Tel: _____
(Does not apply to 1st yrs)

Entering year of study: (Please circle) 1st 2nd 3rd 4th Post grad

Full academic year applicant 1st semester only* 2nd semester only*
*Limited number of semester bed spaces available. Check with reception office.

Room Type required: (please indicate preferences 1- 5 and only those you will accept if offered)

Single Single En-Suite Single Deluxe Single E/S Deluxe Single En – Suite
(wheelchair accessible)

We do have a number of rooms specifically designed for students with special needs. Please provide details if applicable to you.

Apartments will be of mixed sex however if you have particular people who you would like to share with please enter their names below and we will try and accommodate you:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

TENANT SIGNATURE: _____ DATE: _____

I have the read and understand the terms and conditions of booking with Cuirt Na Coiribe. Please tick

COMPLETING AN APPLICATION FORM DOES NOT GUARANTEE A BEDSPACE. YOU WILL BE CONTACTED IN MARCH/APRIL ONCE APPLICATIONS HAVE BEEN PROCESSED. WE WILL ENDEAVOUR TO SATISFY YOUR REQUIREMENTS BUT DUE TO LIMITED AVAILABILITY THIS CANNOT BE GUARANTEED

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