

Manchester Central School of English can arrange accommodation for students aged 18+. Students aged 16-18 are recommended to stay with relatives or close friends who can be responsible for them and look after them for the whole period of their stay.

Type of Accommodation

Homestay Accommodation

- Own bedroom.
- Breakfast and evening meal from Monday to Friday and three meals on weekend and public holidays.
- Shared bathroom and laundry facilities.
- 30-60 minutes to *Manchester Central School of English* by public transport.

Private Home Accommodation

- Own bedroom.
- Self-catering. (Meals are not included.)
- Shared bathroom, kitchen and laundry facilities.
- 30-60 minutes to *Manchester Central School of English* by public transport.

Residential Accommodation *

- Self-catering student halls. (Meals are not included.)
- Own en-suite bedroom.
- Shared kitchen and laundry facilities.
- 20-30 minutes to *Manchester Central School of English* by public transport.
- **July & August only**

* Manchester Central School of English cannot make bookings for residential accommodation on your behalf. Please contact each accommodation directly for any enquiries and bookings.

The following terms and conditions apply only to Homestay accommodation and private home accommodation. Students who wish to book residential accommodation must refer to each residential accommodation's terms and conditions.

Booking Period

Accommodation can be booked for a minimum of two weeks. Students who stay more than two weeks can book extra nights at a daily rate. (e.g. Saturday IN – Sunday OUT, one week + one extra night)

Booking Dates

Accommodation can be booked as Saturday IN – Saturday OUT or Sunday IN – Sunday OUT. Students must start their stay either on Saturday or Sunday of the week before their course start date (Monday) and end their stay on Saturday or Sunday of the week their course end date (Friday). Students cannot start their stay in the middle of the week because most of accommodation hosts work during weekdays and they are not able to be at home when students arrive or leave.

Example: Accommodation arrangement for a student who wishes to start the course on Monday 06/04/2009 and end on Friday 01/05/2009 will be as follows:

Homestay Start Date	Homestay End Date	Number of weeks
Saturday 04/04/2009 or Sunday 05/04/2009	Saturday 02/05/2009 or Sunday 03/05/2009	4 weeks

If you cannot follow this schedule due to unavoidable circumstances, we may consider an exception but, in this case, you must inform the school of the arrival date and time at least **THREE WEEKS** before you arrive in Manchester.

You must make sure that your arrival date is either on **Saturday** or **Sunday**.

We can arrange accommodation for you only during your course period. We are not able to arrange accommodation for you more than two days before your course start dates and more than two days after your course end dates.

Conditions of Booking

- Please tell the school at least **TWO WEEKS** before you arrive in Manchester if you need accommodation, otherwise we cannot arrange accommodation for the start of your course.
- The deposit of **£150** (including a non-refundable booking fee of £40) should be paid at least **TWO WEEKS** before you arrive in Manchester and is non-refundable. If your visa is refused we will refund the deposit, however the booking fee of £40 is **non-refundable**.
- We are not able to start accommodation arrangements before receiving the deposit.
- Accommodation arrangements will be finalised and confirmed only when you have informed us that you have obtained your UK student visa (if applicable) and provided us with your full arrival details to Manchester (date, time, airline name, flight number).
Please make sure that you give the school this information at least **TWO WEEKS** before you arrive in Manchester. If you do not, your host may not be at home to welcome and greet you when you arrive.
- Accommodation is dependent on availability. You need to arrange other types of accommodation by yourself or need to wait until a suitable host becomes available in case our accommodation is fully booked. During the summer we may be able to give information about student halls in Manchester.

Insurance:

Students are responsible for arranging their own insurance and are **strongly advised** to do so. **Insurance is compulsory for students who request the school to arrange accommodation.** We recommend Endsleigh Insurance; see our website at <http://www.manchestercse.co.uk/?p=Travel-Insurance> for details.

- We cannot guarantee internet access availability in any accommodation.
- Please note that you should be prepared to travel 30-60 minutes by public transport from any accommodation to the school. Superior accommodation is normally situated in areas further from the city centre.

**Please note that prices are subject to change.*

Payment

- Staying up to a month:
The remaining amount for accommodation rent has to be paid in full to the Manchester Central School of English at least **ONE WEEK** before the beginning of the stay.
- Staying longer than a month:
The first month's accommodation rent has to be paid in full to the Manchester Central School of English at least **ONE WEEK** before the beginning of the stay.
You can pay the balance to the Manchester Central School of English upon arrival or pay in monthly instalments, a month in advance.
- If you want to go away for a week or more but want to keep your room or want to leave luggage in your room, you must pay a retainer to the host. This retainer is the half of the normal cost of accommodation rent.

Length of Stay

- If you want to leave your accommodation earlier than expected you have to tell the school at least **TWO WEEKS** in advance. Rent has to be paid for two more weeks if you fail to notify the school.
- If you want to stay longer with your host than expected you have to tell the school at least **TWO WEEKS** in advance.
- If you have any problems with your host please arrange to speak to the Accommodation Officer so that the problem can be solved. If there is no other solution the Accommodation Officer will arrange for you to move to a different host. This will take up to a maximum of two weeks.

Cancellation

If you decide to cancel your accommodation, repayments will be made as follows:

Up to six weeks before:	Full amount
Up to four weeks before:	50%
Up to two weeks before:	No refund

The accommodation booking fee of £40 is non-refundable.

Living with Accommodation Host

- It is important to understand that a host family does not always consist of two parents with children. Your host could be a married couple with children, a single parent or single person, or two partners living together.
- Britain is a multi-cultural country and our hosts have a wide range of cultural backgrounds.
- Hosts usually do not live in the city centre of Manchester. Please allow 30-60 minutes traveling time by public transport from your accommodation to the school.
- You will be given your own private bedroom which is not shared with any other person. The room should contain a comfortable full size single or double bed, wardrobe space, a mirror, and a window with curtains or blind. A desk or table and a chair for study will also be provided in the room or common space in the house. If there are any problems about your accommodation please do not hesitate to inform your host or Accommodation Officer at the school.
- If you are staying in private home accommodation, you need to prepare your own meals including shopping. You will be allowed to use the kitchen to prepare meals. Because you will share the kitchen with your host, please discuss with your host when you can use the kitchen and you must always keep the kitchen and the appliances clean and tidy after cooking.
- We do not guarantee internet access availability in any accommodation.
- You are not allowed to smoke indoors in any accommodation.
- Upon your arrival, your host will show you how to use household appliances such as the washing machine, microwave oven, toaster, and bathroom. At this stage, to avoid any misunderstandings, you should ask your host any questions you might have, including house rules (e.g. dinner time, shower time, when and how you can wash your clothes, etc.)
- If you break anything belonging to the host you are liable to pay for it.
- You are not allowed to stay overnight at another accommodation.
- Let your host know if you are going to be late for a meal or if you don't need it. (homestay accommodation)
- Let your host know if you break anything or lose your door key.
- Do not disturb your host by making a lot of noise after 10:30pm.
- Please ask your host before making telephone calls or using the computer to access the internet unless you have made arrangements with your host to do so.
- Please try to keep your bedroom, the bathroom and other areas in the house clean and tidy.
- Always be friendly and treat your host with respect and your host will do the same.
- Do not forget to say "Please" and "Thank you" when you ask your host something.
- Manchester Central School of English and the accommodation hosts are not liable for any damage or harm to yourself or your property that may happen outside or inside the school or the accommodation.

Laundry

Accommodation hosts generally launder a reasonable amount of clothes for students weekly or allow students access to a washing machine to launder by themselves.

It is not usual in Britain to launder on a daily basis. If you are asked to launder by yourself, you should try to consider the amount of your washing and try not to use the washing machine so often so as to save water and electricity.

Special Requirements

We will try our best to follow your special requirements about accommodation. However please understand that it can be difficult to find a host who can perfectly match your requirements.

- If you have any special dietary requirements such as Halal or vegetarian, please advise the school in advance in the application form. We cannot consider any requirements if they have not been mentioned in the application form.
- It is popular in Britain to keep pets at home. Your host might have some pets. It would be helpful for us and would be easier to find a host if you request a host without pets only if you have allergies to animals or a strong dislike of animals.
- Most of our accommodation hosts do not allow students to smoke in the house. You must not smoke inside the house. Some hosts allow students to smoke outside of the house.

Declaration

I have read and agree to abide by the accommodation terms and conditions.

Signature: _____

Print Name: _____

Date: _____