

Campus Accommodation Application Form

TYPE OF APPLICATION: (Please tick ONE only)		
<input type="checkbox"/> New <input type="checkbox"/> Room Transfer		
<i>Notes: please refer to the attached "Accommodation Information for international students" for details</i> New application: Please send to international office before deadline Room transfer application: Please submit to the reception desk in 11# building		
APPLICANT'S DETAILS:		
First Name:	D.O.B:	
Surname:	Nationality:	
IC/Passport NO:	Student NO:	
Gender/Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Fax:	Phone:	Email:
Home Address:		
Expected Check-in Date:		
Programme Enrolled:		

ROOM TYPE: (Please list your preferences 1, 2 and 3, with 1 as your top preference)	
Domestic Residence	International Student Residence
() Quad-room(13#14#15#19#)	
() Single-room (12#)	() Single-room(11#)
() New Single-room (16#17#)	
<u>FOR ROOM TRANSFER ONLY</u>	
Current residence building:	Room number:

Opening Hours

Domestic Residence: 6:00-23:00, extended to 23:30 during Holidays and the examination period

International Student Residence: 24hours;Access control card

SEMESTER TENANCY PERIOD: (Please tick ONE only)	
Undergraduate <input type="checkbox"/> One academic Year	Postgraduate <input type="checkbox"/> One academic Year
Exchange Student: <input type="checkbox"/> One academic Year <input type="checkbox"/> One Semester	

EMERGENCY CONTACT PERSON:	
Name:	Relationship to applicant:
Telephone:	Mobile:
Email:	Home Address:

FOR OFFICE USE ONLY

INTERNATIONAL OFFICE
Sign & Date:

STUDENT AFFAIRS OFFICE
Comment:
Sign & Date:

ACCOMMODATION OFFICE
Building:
Room:
Date for moving-in:
Rental Charged:
Tenancy Period:
Sign & Date:

HEAD OF CAMPUS OPERATIONS
Comment:
Sign & Date:

FINANCE OFFICE
Rental Paid:
Deposit Paid:
Sign & Date:

Important Note: please also complete the back portion of this form (page 2)

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University of Nottingham Ningbo, China Regulations for Students Residence

Part I. General Provisions

- These regulations are designed to ensure that students' accommodation and surrounding areas are a safe and comfortable environment for living and learning and have been formulated in relation to the **UNNC Code of Discipline for Students**.
- These regulations apply to all students and visitors in the residence buildings and surrounding areas at all times.
- The Security and Student Accommodation Management Office is responsible for the day to day management of the student residences. Hall Wardens, Student Affairs Assistants in the residence and the Security Department jointly take responsibility for the implementation of these regulations.
- The University will work closely with the Student Community Residents Group and the International Students Residence Committee to facilitate the implementation of these regulations.

Part II. Safety and Security

- Any sort of combustible, explosive, corrosive or poisonous materials which may cause damage or constitute a treat to health and safety are strictly forbidden anywhere in or near the residence areas.
- Students must not bring or store knives or guns (including replicas) or any other items which may threaten personal safety.
- Lighting of fires and setting off fireworks anywhere in or near the residence areas is strictly forbidden.
- Tampering with or inappropriate use of fire safety equipment or misuse of emergency phone numbers is strictly forbidden. Any suspected damage to fire safety equipment should be reported to the relevant Hall Tutor, Student Affairs Assistant or the Security and Student Accommodation Management Office immediately.
- Students are not allowed to bring the following items into their rooms or the residence buildings: briquette stoves, kerosene stoves, spirit stoves, electrical stoves, electric cookers, solid fuels, clothes washing or drying machines, any form of heating appliance, or any other unauthorised electrical device. All such items will be confiscated.
- Students must not light candles or install electrical wiring in their rooms or public areas.
- Students are not permitted to keep any pets, such as cats, dogs, birds, or similar inside their rooms or elsewhere in residence.
- Students are responsible for their own valuables. Extra cash should be stored in the bank and pass numbers and bank cards should be kept appropriately.
- Students are required to lock all drawers, cabinets and doors when they are away from their room.
- Students are not permitted to add, change or tamper with door locks.
- Students are responsible for the safe keeping of their keys. Lost or stolen keys must be reported immediately to the Security and Student Accommodation Management Office.
- Students are not permitted to duplicate keys and must not lend their keys to anyone.
- Students can borrow a key to their room with proof of identity.
- Unauthorised selling of good or services within residences is forbidden. Students should report any strangers or suspicious individuals engaging in such activity immediately to the Security Department.
- Smoking is not allowed in the residence buildings
- Involvement in the use and or distribution of illegal drugs in residence is very strictly forbidden and will be treated as extremely serious by the University.
- Students are required to follow the established rules and procedures for receiving guests or visiting students in dormitories other than their own.
- Students who wish to change room or move out of the dormitory must follow the established rules and procedures.

Part III. Standards of Behaviour

- Loud and disruptive behaviour which disturbs the rest and study of other residents is forbidden.
- Throwing any items whatsoever out of windows and doors is strictly forbidden.
- Viewing or distributing pornography or distributing any anti-government materials is strictly forbidden.
- Any form of gambling is strictly forbidden.

Part IV. Quiet Hours and Access

- Quiet hours in and around the dormitories are from 23:00 pm to 07:00 am every day.
- During exam periods quiet hours are extended to 24 hours.
- Students are prohibited from making excessive noise.
- Doors are normally opened at 06:00 am and closed at 23:00 pm. During weekends and holidays, or during exam periods, the doors will be closed at 23:30 pm.
- Entry into the International Students Dormitory is by security access card.

Part V. Miscellaneous Provisions

- Students are expected to keep their rooms and residence areas clean and tidy.
- Students should use water and electricity sparingly and must ensure that all lights and water are switched off when not needed.
- Students should make use of recycling when disposing of waste.
- Any sort of unauthorized redecorating is not permitted. This includes setting cords for drying clothes in rooms or along corridors.
- Students must not remove or relocate items of furniture.
- Students must exercise due care and attention when using any public facilities to avoid damage and should report any faults or damage.
- Students and visitors in the residence are subject to UNNC regulations governing the use of information services, including the internet.
- Vehicles (including bikes) must be parked or stored only within designated areas.

Part VI. Supplementary Provisions

- Students suspected of breaking one or more of these regulations will be subject to the **UNNC Code of Discipline for Students**.
- The right of interpretation of these regulations rests with UNNC.

December 2008

I, _____, have read the above "University of Nottingham Ningbo, China Regulations for Students Residence" and agree to abide by all the stipulated rules and regulations of the University's Residential Hall.

Signature _____ Date _____

Accommodation Information for international students

How to apply

Please fill in "CAMPUS ACCOMMODATION APPLICATION FORM" and send it to the appropriate office as instructed below. If you are a new student this should be before the deadline.

NEW EXCHANGE STUDENTS

Please send this application to the UNNC International Office by

Fax: +86 574 8818 0153

E-mail: international@nottingham.edu.cn

Mail: International office, The University of Nottingham Ningbo, China
199 Taikang East Road, Ningbo 315100 China

Application Deadline:

*15 August for autumn semester (Semester start at September)

*End of December for spring semester (Semester start at February)

NEW INTERNATIONAL STUDENTS

Please send this application to the UNNC International Office by

Fax: +86 574 8818 0153

E-mail: international@nottingham.edu.cn

Mail: International office, The University of Nottingham Ningbo, China
199 Taikang East Road, Ningbo 315100 China

Application Deadline:

*15 August for autumn semester (Semester start at September)

ROOM TRANSFER APPLICATION

Please submit this application to the reception desk of residence building number 11.

DETAILS OF PAYMENTS:

During the busy period at the start of the academic year, it will be assumed that all the international students will live in the International Students' Residence. Accommodation fees will therefore be charged accordingly. If a student wishes to move into a domestic residence building, the refund will be given after other relevant procedures and arrangements have been made.

Facilities provided in the student residence

11# International Students' Residence	
Furniture (1 set)	clothes fork(1)
Single bed (1)	hanger(4)
mattress (1)	Bathroom mats(1)
bedding	TV set (1)
desk lamp (1)	Air conditioner (1)
Cups (1 set)	Bathroom
Electric kettle (1)	
trash (2)	
Curtain	
* 24-hour network (optional), 24-hour hot water. Internet access, water and electricity are paid for separately. Room service is provided twice a month free of charge. Entrance and exit to and from the building is only with an access control card at all times.	
12#single-room	
Combination computer desk conjoined Wardrobe (1 set)	Bathroom
Single bed (1)	Network Port (1)
mattress (1)	
Air conditioner(1)	

<p>* 24-hour network (optional), 24-hour hot water. Internet access, water and electricity are paid for separately. Opening time: 6:00-23:00, extended to 23:30 during Holidays and the examination period</p>	
16#、17# new single-room in shared-flat	
Living room	Bedroom
Table (1)	Wardrobe (1)
Chairs (4)	Combination computer desk (1)
Water heater (1)	Single bed (1)
Washroom	Mattress (1)
Bathroom (2)	Carpet (1)
Shower room (1)	Air conditioner (1)
<p>* 24-hour network (optional), 24-hour hot water. Internet access, water and electricity are paid for separately. Opening time: 6:00-23:00, extended to 23:30 during Holidays and the examination period</p>	
13#、14#、15#、19# quad-room	
Multi-function Beds (4 pieces, one piece/person)	
4 grid lockers (1)	
Air conditioner (1)	
Bathroom (1)	
Shower room (1)	
<p>* 24-hour network (optional), 24-hour hot water. Internet access, water and electricity are paid for separately. Opening time: 6:00-23:00, extended to 23:30 during Holidays and the examination period.</p>	

Accommodation Fees (water and electricity excluded)

Room type \ Tenancy period (TP)	Tenancy period (TP)			Total for one Semester /Year
	TP < one month	one month \leq TP < one semester	one semester \leq TP \leq one academic year	
11# international student residence	100 RMB/Day	50 RMB/Day	40 RMB/Day	6000/12,000 RMB
12# single-room	60 RMB/Day	20 RMB/Day	16 RMB/Day	2400/4,800 RMB
16#、17# New Single-room	60 RMB/Day	20 RMB/Day	16 RMB/Day	2400/4800 RMB
13#、14#、15#、19# Quad-room	20 RMB/Day	10 RMB/Day	6 RMB/Day	1000/2000 RMB

NOTES:

1. For undergraduate and year-one postgraduate student (two-year postgraduate), the academic year is calculated from September 1 to July 1 the next year.
2. For the postgraduate (one-year postgraduate) and year-two (two-year postgraduate) student, the academic year is calculated from September 1 to September 25 the next year.
3. Students are allowed to check in on the start date of the tenancy period as illustrated above.
4. If students check in before the start date of the tenancy period, he/she will have to pay extra charges based on the pro-rate per extra day earlier.
5. If students check out later than the tenancy end date (provided he/she decided not to renew for the next semester), he/she will have to pay extra extension charges (with acknowledgement of the Accommodation Officer regarding the extension).

Important notes:

Quad-rooms in buildings 13#、14#、15# or 19# and new single-rooms in buildings 16# or 17# are shared spaces and are not occupied by fewer than 4 students.