

## Student Booking Application Form

Please use block capitals only - Page 1 of 3

### Personal Details

Full Name \_\_\_\_\_ PPSN \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Nationality \_\_\_\_\_

Special Needs Yes  No  Gender Male  Female

Special Needs Details

See our Medical  
Disabilities Special  
Circumstances Form

Photos

Attach 2 passport size photos here

### Contact Details

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Mobile \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

### Parent/Guardian Details

First Name \_\_\_\_\_ Surname \_\_\_\_\_

### Booking Details

Arrival Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Departure \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Additional Information

Accommodation Preferences

Accommodation House  Apartment  Parking Yes  No  (if available)

Room Type Single  Twin  Single Ensuite  Twin Ensuite



Return with €300 booking fee to:  
Milligan Place Student Accommodation  
Connaughton Road, Sligo

Phone: +353 71 9146754

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**College Details**

Student ID Number or CAO Number \_\_\_\_\_

Course Code \_\_\_\_\_ Year \_\_\_\_\_

**Office Use Only**

H	R	First	_____
Method	_____	Date	_____
Deposit	_____	Second	_____
Date	_____	Date	_____
Ack. Date	_____		

**Terms & Conditions**

Management reserve the right to refuse any application  
 This booking is made in the knowledge that courses run from Sept '08 to May '09 and this booking is made and accepted only on this understanding and that the fees must be paid on or before:  
 Payment 1: Aug 29 2010  
 Payment 2: Dec 15 2010  
 No discount will be made should student's course be shorter and you do not notify Management before taking up occupancy in September  
 Cancelled bookings on or after August 29 2010 results in the deposit and all fees being forfeit  
 Students applying for accommodation agree to adhere to the attached Code of Conduct  
 Parents or guardians will be notified of any misbehaviour or anti-social behaviour by phone or letter  
 Payment may be made by cash, cheque, bank draft or bank transfer ONLY using the bank details below:  
 Name: Bank of Ireland  
 Address: Stephen Street, Sligo, Ireland  
 Bank Sort Code: 90-54-40  
 Account Number: 90641855  
 BIC: BOFIE21  
 IBAN: IE40-95BOFI90544090641855

I have read and accept the Milligan Place Code of Conduct as acceptable terms of residence within the Milligan Place complex. I agree to pay all fees as set out at time of offer of accommodation.

Your Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year



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### Parent/Guardian Guarantor

I \_\_\_\_\_, guarantee to pay all sums due for damages caused over and above the deposit.

**Your Signature** \_\_\_\_\_

**Date**      /      /  
                 Day      Month      Year



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## Milligan Place Student Accommodation Information Sheet

The following are the details of Milligan Place Student Accommodation which you are required to familiarise yourself with before taking up residence.

### **Please read carefully:**

- **Payments must be made by one of the following options. Cash, cheque, bank draft or bank transfer.**
- If a student cancels their place during the academic year of residence, **no refunds** will be given as per the Code of Conduct which must be signed and returned at time of booking.
- A refundable deposit of €300.00 is required to accompany booking form to cover any damage, breakages or over run on electricity during your stay. Should a student cancel on or after the 29<sup>th</sup> August 2010, or following the commencement of studies: **PLEASE NOTE THAT THE DEPOSIT IS FORFEITED. Cancelling the booking fee before 29<sup>th</sup> August 2010 incurs a handling fee of €50.00. If a student cancels their place during the academic year of residence, no refund of deposit or fees will be given.**
- Parents are required to sign a guarantee that any damage over and above the deposit is their responsibility.
- Students are required to have insurance on their private possessions and no liability is accepted by management.
- Students accepted will be required to adhere to the Milligan Place Code of Conduct (copy enclosed).
- Management reserves the right to revoke this agreement on giving 24 hours prior written notice to the tenant in the event of the following: The breach by the tenant of any of the terms and conditions of this agreement or on the tenant ceasing during any



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of the agreement periods to be a registered student at a college within the County of Sligo or other third level course or for such other reasons as management may consider necessary for the good and proper management of the complex.

- **Failure to comply with any of the above will mean residence is not available until all requirements are fully met.**
- **PLEASE NOTE: YOU MAY ONLY TAKE UP RESIDENCE ON THE UNDERSTANDING THAT THE CODE OF CONDUCT AND INFORMATION SHEET FORM PART OF THE ACCEPTED RULES AND GUIDELINES OF MILLIGAN PLACE STUDENT ACCOMMODATION.**
- **Signing the attached application form constitutes agreement with all Rules and Code of Conducts**

#### **Car Parking**

A public car park with some 220 spaces is present opposite Milligan Place. Here a rate of €2.50 per day or a fixed rate per hour applies Monday to Saturday inclusive currently between the hours of 9am and 6pm daily.

**Smoking is not allowed in any of our properties.**

**The residence period for students is as follows**

Monday August 30<sup>th</sup> 2008 through to Friday May 20<sup>th</sup> 2011. Booking is for the full academic year of Sligo Institute of Technology or St. Angela's College as above, and includes weekends and all holidays. **Outside these dates accommodation is by arrangement with the Management only.**



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## ***Milligan Place Student Accommodation Code of Conduct***

Students must take care to ensure that all doors and windows are kept closed prior to leaving their home each time they vacate the premises. It is the responsibility of students to keep their bedroom door closed when not present on the premises. The Management or their agents take no responsibility for loss of property to students. Students **MUST** ensure that their property is insured and provide proof, if requested, of said insurance to the office.

It is the responsibility of all students to keep safe your fob key card or keys, which give access to your home and the different students areas of the complex. Replacement fobs are available if lost or stolen at a cost of €25.00 during office hours only.

Under no circumstances are parties or gatherings allowed in the houses or apartments in the Milligan Place complex. Students disregarding this will be fined and asked to vacate the complex with immediate effect with no refund of fees or deposit.

After 12 midnight only residents of the complex will be permitted access to the grounds.

Students causing damage or not complying with any aspect of this Code of Conduct or Lease will not be allowed to continue their occupancy. There will be no refund of fees or deposit.

The abuse or misuse of any illegal substances will mean immediate expulsion from the complex with no refund of fees or deposit. Milligan Place works with the Gardai (Irish Police) to ensure the safety of all students of the complex. It is our policy to provide for a clean and safe environment.

Students, parents or guardians are liable for the cost to or replacement of any complex property, which the student or friends of students damage.

Any student who removes or damages a fire alarm or safety device will be evicted and will be reported to the Gardai and fire brigade. A fine



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of €250.00 will also apply to any individual or to the apartment/house occupiers damaging any piece of safety equipment.

The management company or it's agents cannot be held responsible for injury to any student caused by the students own negligence or disregard for Milligan Place regulations, or by the disregard or negligence of Milligan Place regulations on the part of any other student(s) or invited guest(s).

Students are required to show respect for the staff of Milligan Place at all times, and must obey the lawful instructions of any member of the staff.

A student must identify him/herself to any member of staff or the appointed agents when requested to do so. A student identity card must be produced when requested as proof of identity.

During the hours of 22.00hrs and 08.00hrs it is required to keep the noise in the complex to a minimum.

Replacement Fobs are available if lost or stolen at a cost of €25 during office hours only. You must report lost or stolen Fobs immediately to a member of staff.

The premises will be inspected monthly to ensure cleanliness and damage limitation. Should the standard of cleanliness not be satisfactory. The personal bed space of each student will only be inspected on informing the student of such checks. Students are fully responsible for the cleaning costs and also any damage over and above normal wear and tear.

Students must use the refuse disposal facilities provided in the refuse room in car park. Milligan Place is committed to a policy of recycling, and students must adhere rigorously to this policy.

Under no circumstances must any object be placed in the halls or landings of the premises. Bicycles must be stored in the bicycle stands in the car park. Bicycles found in the properties will be confiscated and a fine of €50.00 must be paid before return of the said item.



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Wet clothing must not be placed on or near the heating facilities. Laundry facilities are provided in the dedicated laundry area. Drying of any item from the windows of the student premises is strictly not allowed.

Failure to maintain the house/apartment in acceptable living condition, conscious of health & safety implications, will lead to expulsion with immediate effect with no refund of fees or deposit. Ovens, kitchens and bathrooms carry particular health risks of which you must be aware. Damage to walls whether by abuse or hanging of posters or pictures is unacceptable.

Damage to any part of the property will lead to immediate expulsion with no refund of fees or deposit.

This Code of Conduct is also binding on the use of the Internet facilities and email. Transmitting of any item, which offends, or assists in the spread of any malware or illegal content, will mean immediate expulsion from the complex with no refund of fees or deposit.

The Management will ask any student not observing normal and acceptable behaviour or those responsible for any damage to houses or apartments to leave the complex with immediate effect. No refund of any payments inclusive of deposit will be made in these cases and any damage will be the responsibility of the students and or parents/guardians and will be pursued through legal channels if necessary. All costs involved in such action will be the responsibility of the student/parent/guardian.

The Management may prohibit any person from entering the complex properties or the grounds.

The Management or its appointed agents may suspend a student without refund of fees for any breach of the regulations.

Failure to comply with any of this Code of Conduct or terms of Lease will lead to immediate expulsion from our properties.



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**Students taking up residence do so on the understanding that the term is from Aug 30<sup>th</sup>, 2010 to May 20<sup>th</sup>, 2011 and are required to pay for same on the dates described on the attached application form. If a student decides to leave no discounts or refunds are allowed for periods which are not used. This is a strict rule of Milligan Place Student Accommodation and you may only take up residence on these terms and understandings alone.**