

Academic Year 2018/19 INFORMATION PACK

Academic Term of August 27th 2018 – May 24th 2019.

**CUIRT NA COIRIBE
HEADFORD ROAD
GALWAY**

PH: 091 700700

FAX: 091 700790

EMAIL: info@cncs.ie

WEBSITE: www.cuirtnacoiribe.com

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

CANCELLATIONS AFTER FRI 3rd AUGUST AT 5PM WILL LOSE

100% OF BOOKING DEPOSIT

(Applies to 2nd, 3rd, 4th, PG students)

**IN THE CASE OF FIRST YEAR CAO APPLICANTS THIS PERIOD IS
EXTENDED TO 1 DAY FROM FIRST ROUND OFFERS*.**



1st round offers are expected on the 20th of August.

**All cancellations must be received by written letter/email and with by us by
the 21st of August at 1pm.**

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.

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

- Accommodation close to NUI Galway.
- Onsite facilities including; Reception office, self service launderette and restaurant.
- Full security features including CCTV; out-door lighting, full reporting key fob entry protection, 3-point locking windows and doors.
- Nightly security patrols. .
- TV.
- Single bedrooms with broadband internet access for all students (students must provide their own computers with Ethernet card and Cat 5 network cables).
- Secure underground parking is for resident students. The car park is accessed using a buzzer. Residents must register their cars with reception and will receive a buzzer. If not returned at the end of term a €30 fee will be charged.
- Bicycle storage in the underground car park, parked at own risk.

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
- Dining Table & Chairs
- Two or Three Seater Sofa's
- Multi-channel T.V. with Remote Control

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 Bio Bag 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 2018/19

Room type per week. (39 weeks in total)	<u>Booking deposit</u> - Due when booking	<u>1st Payment</u> - Inc utilities (€700) Due on 03rd August 2018	<u>2nd Payment</u> - Due on 03rd December 2018	<u>Accommodation only fee</u>	<u>Accommodation & Deposit/utilities fee (€1000) Total</u>
Single Room €140 per wk.	€300	€3,780	€2,380	€5,460	€6,460
Single in Twin Room €115 per wk.	€300	€3,230	€1,955	€4,485	€5,485
Single en-suite €155 per wk.	€300	€4,110	€2,635	€6,045	€7,045
Single en-suite (wheelchair accessible) €155 per wk.	€300	€4,110	€2,635	€6,045	€7,045
Single Deluxe (Double bed) €155 per wk.	€300	€4,110	€2,635	€6,045	€7,045
Single en-suite Deluxe (Double bed) €165 per wk.	€300	€4,330	€2,805	€6,435	€7,435

All bank charges when transferring fees are to be incurred by the tenant.

*First payment to be paid no later than Friday August 3rd 2018 (2nd, 3rd, 4th, PG students)

In the case of First year CAO applicants this period is extended to 1 day after first round offers. Those cancelling their bed spaces must do so by August 21st at 1pm. Those accepting their bed spaces must make payment by August 21st @1pm



1st round offers are expected on the 20th of August.

All cancellations must be received by email and with by us by the 21st of August at 1pm.

**Second Moiety to be paid no later than Monday 3rd December 2018
Applications are only accepted for the entire occupancy period of 27th August 2018 – 24th May 2019 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 100% of their booking deposit

Booking / Cancellation/ Damage Deposit: €300

****Utilities: €700**

Electricity*	Non-Refundable	€300.00
Utilities & Services	Non-Refundable	€400.00

Electricity Payment

Management pay the bills on behalf of the students.

*The €300 electricity payment is non-refundable and is subject to a fair usage policy. I.e. students can exceed the €300 fee by 10% without incurring costs. Anything over this 10% will be invoiced to the student separately.

**Utilities & Services – covers bill management, TV license, TV, refuse, internet access, & on-site security.

Housing contracts/licence agreements will be **emailed** to all students in July/early August and must be sent back to Cúirt Na Coiribe within 10 days of receipt.

End of year deposit refunds will be made as soon as possible after the end of the term (24th May) however due to the work load involved this will take 6 – 8 weeks.

APPLICATION AND BOOKING PROCESS

Applications for accommodation for 2018/19 will be accepted from mid-2018. Rooms are only available to full-time students of NUI, Galway.

Rooms are offered on a lottery basis and taking into consideration previous conduct if formally a resident of Cúirt Na Coiribe. For non-residents referees may be requested. 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 27th August 2018 to 24th May 2019 unless otherwise agreed in writing with management. Contact office for further details.

- Please forward the booking/ cancellation deposit payment of €300.00 by cheque or bank draft made payable to **Cúirt Na Coiribe Galway** (We do not accept cash, laser or credit cards).
- We are not accepting deposits by bank transfer.
- Complete the application form and attach a passport size photo signed on the back.

Please make payments payable to **Cúirt Na Coiribe Galway.**

And send applications to:

**Accommodation Officer,
Cúirt Na Coiribe Management,
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 May/June 2018. Prospective residents will be required to confirm in writing acceptance of the room and type of apartment offered within 1 week of date of offer letter.

Once you have accepted your room no further room change requests can be accommodated.

Housing contract/licence agreement 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 placed on our waiting list 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 3rd 2018.
3. Return the signed licence to reception.

CANCELLATIONS

Cancellation of a bed space **must be made by emailing info@cncs.ie 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 3rd August 2018 a €100 administration fee is charged and the remainder of the booking/ cancellation deposit is returned.

Any cancellations made after 3rd August 2018 run the risk of losing their full first payment and **will lose all of their €300 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 1 day 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 €300 will be returned minus a €100 administration fee.

First moiety payment must be paid within 1 day of first round offers.

TERMS & CONDITIONS

1. A Licence 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. Housing Contracts / Licences agreements will be emailed during summer 2018. To confirm room reservations, please read the Contract / Licence very carefully, sign and return it to Cúirt Na Coiribe Management with accommodation payments due by 3rd August 2018.
3. **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 / Licence period the onus is on the tenant 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 / Licence until the date the contract terminates.

4. A key-fob will be issued on check-in on or after the 27th august which will permit access to the allocated room. In the event of loss of key-fob during the year a replacement fob can be received from reception for a fee of €15. Keys are validated for the first semester and must be revalidated again on receipt of second moiety due before December 3rd 2018.
5. All bank charges are to be incurred by the applicant.
6. Management pay the bills on behalf of the students. The €300 electricity payment is non-refundable and is subject to a fair usage policy. I.e. students can exceed the €300 fee by 10% without incurring costs. Anything over this 10% will be invoiced to the student separately
7. Applicants who are offered a bed space at Cuirt 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 Cuirt Na Coiribe on or before 3rd August 2018 will have their booking/ cancellation deposit returned minus the €100.00 administration fee.
9. Any cancellations made after 3rd August 2018 lose 100% of their booking deposit. Applies to 2nd 3rd 4th years only.
10. First year applicants must notify us by email to info@cncs.ie no later than 1 day after first round offers are made (20th August expected 1st round CAO offers) if they wish to cancel their bed space, in order to receive a refund. The booking/ cancellation deposit of €300 will be returned minus a €100 administration fee. Cancellations after this date lose their full booking deposit and will run the risk of losing their full first moiety payment. Please check with Cuirt Na Coiribe office that the cancellation notification has been received.
11. Apartment and room inspections will be carried out on a weekly 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 Cuirt 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 by email to fixit@cncs.ie**.
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.
18. Those requesting to have overnight guests stay over must register their guest by 1pm on the day of their arrival by completing and submitting a guest registration form.

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 lottery basis and taking into consideration previous conduct if formally a resident of Cúirt Na Coiribe. For non-residents upon request we may 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 payments?

Your first payment is due by the 3rd August 2018 and the second payment is due by the 3rd December 2018. In the case of first years, the first moiety payment is due 1 day after first round offers are made (1pm on August 21st).

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 1 day of the first round offers* (20th August expected 1st 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 21st August @1pm *(expected 1 day grace after 1st round offers) will lose 100% 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. The €300 electricity payment is non-refundable and is subject to a fair usage policy. I.e. students can exceed the €300 fee by 10% without incurring costs. Anything over this 10% will be deducted from the damage deposit.

Can I move rooms/ apartments during the academic year?

Once you have accepted your room allocation no further changes can be made.

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 i.e. 6 – 8 weeks after the end of May.

**ATTACH
SIGNED
PHOTO
HERE**

2018/19 Academic Year Booking form

General Information	
First Name	
Surname	
Email address	
Mobile No	
Date of Birth	Age:
Guarantor/Parent	
Address	
Applicant Address:	
Guarantor Address:	
Guarantor Tel No:	

Room Type		
	Rate per wk.	Preference
Single	€140	
Single ensuite	€155	
Single Deluxe (Double Bed)	€155	
Single ensuite Deluxe	€165	
Single-ensuite Dbl access*	€155	
List your preference 1-5. (1 being your 1st choice, 5 being your least). ONLY select rooms which you will accept if offered.		

Year of study in 2018/19	
	Please Tick ✓
1st Year	
2nd year	
3rd year	
4th, PG year	
Type of Applicant	Please Tick ✓
Full Year	
1st Semester	
2nd Semester	

Apartments may 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: (all applications of those you wish to share with must be submitted at the same time)

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

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

SIGNATURE: _____ **DATE:** _____

INITIALS

I have read and understand the terms and conditions of booking with Cúirt Na Coiribe. Please tick ✓ & INITIAL in box ↑.
 COMPLETING AN APPLICATION FORM DOES NOT GUARANTEE A BEDSPACE. YOU WILL BE CONTACTED IN MAY/JUNE ONCE APPLICATIONS HAVE BEEN PROCESSED. WE WILL ENDEAVOUR TO SATISFY YOU'RE REQUIREMENTS BUT DUE TO LIMITED AVAILABILITY THIS CANNOT BE GUARANTEED

Application Check list!

1. Download and Complete 2018/19 Application form

2. Read & Agree to Booking & Payment Terms

3. Read & Agree to General Terms of Living at Cúirt Na Coiribe. This must be signed and initialled, failure to do so will deem your application void.

4. Post Application

-To include

Application form

Passport photo

Booking Deposit

(Chq/Draft for €300 made payable to Cúirt Na Coiribe Galway

–please ensure to write applicants name on reverse!

That's it! You can expect to hear from us in late May/early June with your room allocation.