

**Academic Year 2020/21 INFORMATION PACK**

**Academic Term of September 14<sup>th</sup> 2020 – June 12<sup>th</sup> 2021.**

**CUIRT NA COIRIBE  
HEADFORD ROAD  
GALWAY  
H91 E43A**

**PH: 091 700700**

**FAX: 091 700790**

**EMAIL: [info@cncs.ie](mailto:info@cncs.ie)**

**WEBSITE: [www.cuirtnacoiribe.com](http://www.cuirtnacoiribe.com)**

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

**CANCELLATIONS AFTER FRI 31<sup>st</sup> JULY AT 5PM WILL LOSE  
100% OF BOOKING DEPOSIT  
(Applies to 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, PG students)**

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



\*To be confirmed by Dept of Education.

**\*All cancellations must be received by written letter/email and with by us by  
5pm 1 day after 1<sup>st</sup> round CAO offers have been issued.**

## **WELCOME TO CUIRT NA COIRIBE**

Welcome to Cúirt Na Coiribe student accommodation.

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.
- Accommodation is open to student residents ONLY.
- 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 8 bedrooms with a mixture of single, single en-suite, Twin room sharing/Twin room 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
- High speed WIFI throughout.

### **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:**

- Applications are only accepted fully complete with all information including signature, acceptance of terms & conditions, photo and deposit.
- Incomplete applications will not be accepted.
- Sharing/special requests will be noted but are not guaranteed.
- Acceptance of application is not a confirmation of a room; your offer of accommodation will be confirmed by email.
- It is our policy to try and match students of a similar college year in an apartment. Apartments may be of mixed sex with males and females sharing communal areas. Any special requests or sharing preferences need to be noted on the application form. whilst we endeavour to do all possible to meet any specific needs or requests you may have; they cannot be guaranteed.
- Those under 18 years of age when agreeing to our terms and conditions should acknowledge and accept that you may be sharing accommodation with students over the age of 18 years.
- Accommodation is licensed for the full academic year. You are liable for the payments for the full year. If a licensee ends their occupancy throughout this period all monies will be retained in full unless the bed space is filled. It is the responsibility of the licensee to find a suitable replacement.

**House Rules**

- **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 Bio Bag.  
**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 2020/21**

Room Type	*Booking Deposit	1st Payment incl Utilities (€800) Due 31st July 2020	2nd Payment Due 4th Dec 2020	Accommodation ONLY Fee	Accommodation + Dep/Utility Fee
Single Room	€300	€4,186	€2,616	€6,002	€7,102
Single in Twin Room	€300	€3,546	€2,121	€4,867	€5,967
Single in Twin En-suite	€300	€3,774	€2,298	€5,272	€6,372
Single En-suite	€300	€4,575	€2,917	€6,692	€7,792
Single Deluxe Room (Double Bed)	€300	€4,575	€2,917	€6,692	€7,792
Single Deluxe Room En-Suite (Double Bed)	€300	€4,804	€3,094	€7,098	€8,198

Booking deposit must be paid by Cheque/Bank draft ONLY and made payable to Cúirt Na Coiribe Galway.

We do not accept international cheques/drafts.

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

\*First payment to be paid no later than Friday July 31<sup>st</sup> 2020 (2<sup>nd</sup>, 3rd, 4th, PG students)

***\*In the case of First year CAO applicants this period is extended to 1 day after first round offers. (Those accepting their bed spaces must make their 1<sup>st</sup> moiety payment within 24hrs of 1<sup>st</sup> round CAO offers being issued).***

***\*Those cancelling must do so by written letter/email which must be with by us by 5pm 1 day after 1<sup>st</sup> round CAO offers have been issued.***



. \*To be confirmed by Dept of Education

**Current residents of Cúirt Na Coiribe may transfer there 2019/20 academic year booking deposit of €300 for payment of their 2020/21 academic year booking deposit application.**

\*\*Second Moiety to be paid no later than Friday 4<sup>th</sup> December 2020 for all residents.

Applications are only accepted for the entire occupancy period of 14<sup>th</sup> September 2020 – 12<sup>th</sup> June 2021 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: €800**

<b>Electricity*</b>	<b>Non-Refundable</b>	<b>€300.00</b>
<b>Utilities &amp; Services</b>	<b>Non-Refundable</b>	<b>€500.00</b>

**Utilities must be paid at the same time as your 1<sup>st</sup> moiety payment.**

**Booking / Cancellation/ Damage Deposit**

A total deposit of **€300** is payable to secure your accommodation. If your **application is successful**, this booking deposit is held for the duration of your stay. This deposit is refundable less any deductions for damage or missing items on check out.

**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 late July/early August and must be sent back to Cúirt Na Coiribe within 10 days of receipt. Failure to do so will automatically cancel your bed space.

End of year deposit refunds will be made as soon as possible after the end of the term (12<sup>th</sup> June) however due to the work load involved this will take 6 – 8 weeks.

## **APPLICATION AND BOOKING PROCESS**

**Applications for accommodation for 2020/21 will be accepted from May 2020. Rooms are only available to full-time students.**

Rooms are offered on a lottery basis and taking into consideration previous conduct if formally a resident of Cuirt 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 14<sup>th</sup> of September 2020 to 12<sup>th</sup> June 2021 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 **Cuirt Na Coiribe Galway** (We do not accept bank transfer, 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.
- Non-Residents must include a stamp self-addressed envelope; this is used to return your deposit if your application is unsuccessful.

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

And send applications to:

**Accommodation Officer, Cuirt 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 Cuirt Na Coiribe.**

## **OFFERS OF ACCOMMODATION**

Offers of accommodation will be made in June 2020. 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. Failure to do so will result in your bed space being automatically cancelled and offered to those on our waiting list.

**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. Failure to return your licence agreement within 10 days of issue will automatically cancel your bed space. 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.

**In accordance with GDPR and PRTB regulations, 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 Cuirt 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 July 31<sup>st</sup> 2020\*.
3. Return the signed licence to reception.

## CANCELLATIONS

Cancellation of a bed space must be made by emailing [info@cncs.ie](mailto: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 31<sup>st</sup> July 2020 a €100 administration fee is charged and the remainder of the booking/ cancellation deposit is returned.

Any cancellations made after 31<sup>st</sup> July 2020 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.

**If the applicant cancels after having paid the first part-payment, the onus will be on the licensee to find a replacement applicant. The replacement applicant must be suitable for the room which they are being placed in. Cúirt Na Coiribe has no obligation to find an alternative licensee. Failure to do so will result in the applicant losing all monies paid.**

### **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 2020. 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 31<sup>st</sup> July 2020.
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. 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 14<sup>th</sup> of September 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 January 8<sup>th</sup> 2021.
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 Cúirt Na Coiribe and cancel or fail to return their acceptance letter on time will have their bed space cancelled and 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 31<sup>st</sup> July 2020 will have their booking/ cancellation deposit returned minus the €100.00 administration fee.
9. Any cancellations made after 31<sup>st</sup> July 2020 lose 100% of their booking deposit. Applies to 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> years only.
10. First year applicants must notify us by email to [info@cncs.ie](mailto:info@cncs.ie) no later than 1 day after first round offers are made (to be confirmed) 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 Cúirt 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 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 by email to [fixit@cncs.ie](mailto: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. They must be all submitted at the same time. 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.

**Room Choices** – It is important that you only select room types that you are happy to accept. For example, if you put Single as your 1<sup>st</sup> choice and Double ensuite as your 2<sup>nd</sup> choice, if we offer you your 2<sup>nd</sup> choice of a Double ensuite and you do not want it, you cannot go back on the waiting list for a single. Your application will be archived. **Please, only choose rooms you will accept!**

### **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 31<sup>st</sup> July 2020 and the second payment is due by the 4<sup>th</sup> December 2020. In the case of first years, the first moiety payment is due 1 day after first round offers are made (5pm).

### **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\* (*to be confirmed*) 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 CAO offers \*(expected 1-day grace after 1<sup>st</sup> 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. We will be accepting semester applications at a later date.

### **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?**

NO, 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 your license agreement.

## 2020/21 Academic Year Booking form

General Information	
First Name	Gender: M / F
Surname	
Applicant Email	
Applicant Mobile No	
Date of Birth	Age:
Guarantor/Parent	
Address	
Applicant Address:	
Guarantor Address:	
Guarantor Tel No:	
Current residents do you wish to use your 19/20 booking deposit: YES <input type="checkbox"/> NO <input type="checkbox"/>	

Room Type	
	Preference
Single	
Single ensuite	
Single Deluxe (Double Bed)	
Single ensuite Deluxe	
Twin room ensuite (2 x Single bed)	
Twin Room Share (2 x Single bed)	
List your preference 1-6. (1 being your 1st choice, 6 being your least). <u>ONLY select rooms which you will accept if offered.</u>	

Year of study in 2020/21	
	Please Tick v
1st Year	
2nd year	
3rd year	
4th, PG year	
Type of Application	Please Tick v
Full Year	
1 <sup>st</sup> /2 <sup>nd</sup> Semester	Enquiries accepted

Resident of Cúirt Na Coiribe YES(Room no)  NO

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 v & INITIAL in box

**↑. COMPLETING AN APPLICATION FORM DOES NOT GUARANTEE A BEDSPACE. YOU WILL BE CONTACTED IN JUNE/JULY 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 2020/21 Application form
2. Read & Agree to Booking & Payment Terms
3. Read & Agree to General Terms of Living at Cuirt Na Coiribe. This must be signed and initialled, failure to do so will deem your application void.
4. Groups wishing to live together must submit their application forms and deposit at the same time.
5. Post Application

-To include

Application form

Passport photo

Booking Deposit

Chq/Draft/Postal order for €300 made payable to Cuirt Na Coiribe Galway H91E43A

–please ensure to write the applicants name on reverse of all payments!

Non-Residents must include a stamp self-addressed envelope; this is used to return your deposit if your application is unsuccessful.

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