



## Standard Operating Procedure for TASMALONDON Recruitment Agents

# Accommodation Application

### **Initial Interest**

- Any enquiries about availability, type or cost of accommodation may be requested from student services, the marketing department in London or the marketing department in Pune.
- Please check to make sure a place in accommodation is available before proceeding.

### **Application and payment**

- A Housing Application Pack (including the application form) can be requested from [studentservices@tasmaclondon.org.uk](mailto:studentservices@tasmaclondon.org.uk)
- Only the latest version of the form will be accepted, please check the date on the form correlates with the start date of term.
- The full payment for the term is to be made to TASMALONDON.
- The payment section on the application form must be completed so that we can track payments. Confirmation of a place will be delayed if this section is incomplete.
- The application form is then posted or emailed to student services department in London [studentservices@tasmaclondon.org.uk](mailto:studentservices@tasmaclondon.org.uk)
- TASMALONDON will confirm receipt of the payment and application directly to the student.
- The student must confirm the arrival date in the UK with student services so arrangements can be made for transfer to the accommodation.

### **Important Information for Students**

- The payment of £2875 for single room and £2275 includes a £400 Security deposit and protects the property against damage and will be refunded to the student at the end of the tenancy minus any deductions for damage.
- The £400 is not a holding deposit. Only FULL payment before arrival will a guarantee of a place depending on available spaces.

### **Students going into private accommodation**

- Please inform prospective students that if they decide not go ahead with TASMALONDON accommodation, students must book at least 2 weeks temporary accommodation BEFORE arrival in the UK.
- TASMALONDON can guide students to find temporary accommodation before arrival but cannot make bookings on behalf of the student.
- Students must book and pay for short term accommodation themselves.
- TASMALONDON cannot provide free or cheap short term accommodation for students on arrival.
- Students arriving in the UK with no pre-arranged accommodation can expect to pay at least £50 per night for a hotel.
- It will take students at least one week to find longer term accommodation on arrival in London and they can expect to pay £80-£120 per week for a single room. It is possible to share a room to cut costs but they must have someone to share with before approaching a landlord.
- TASMALONDON will help students find single rooms but may not be able to help find a shared room unless the student has a friend also looking for accommodation.

### **TASMALONDON School of Business**

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