



Agent Manual for Accommodation 2009

Contents

Host Family Accommodation Page 2
Descriptions
Booking Procedure

Residential Accommodation Year Round Page 3
Descriptions
Booking Procedure

Residential Accommodation Summer Only Page 4
Descriptions

Booking Procedure Page 5

Host Family Accommodation

UIC uses an external provider for Host Family accommodation called Host International, which is based on the 1st floor of our main building on Mortimer Street W1.

Although the two companies are separate we enjoy close links and can often find a family within one hour.

Hosts International is one of only two accommodation agencies to be separately accredited by the British Council. The official statement from the British Council is

"Hosts International meets the standards for registration with the British Council as a provider of homestay and private home accommodation for adults (over 16 years) for accredited providers".

We offer three types of host family accommodation

Standard

These families are situated in a suburban location in Zone 3 and 4, usually within walking distance of a tube stop. Options are Bed & Breakfast, Half-Board (breakfast and an evening meal).

Superior

These homes offer facilities of a higher calibre in zone 2 or 3. Locations are closer to the city centre and offer the same options as standard homes. Rooms can be larger or twin rooms shared with another student of the same sex.

Executive

These homes are situated close to the city centre in Zone 1 and 2, within easy access of the school. Many with en suite bathrooms, some have a private lounge and even a kitchen. Bathroom facilities are sometimes shared with one other student. Again these homes offer the same options as standard homes.

Please note that the difference between standard and superior is travelling time and calibre of accommodation. It is not about zones. It is possible for a family in zone 2 to be nearer the school in terms of traveling time.

Residential Accommodation (year round)

Goswell Student Residence

A self-catering student residence, centrally located in Islington. Rooms are en suite with a telephone and internet socket. Modern kitchen facilities are shared with 10 other students. Laundry facilities on site.

- Underground: Angel zone 1

IES Chelsea Point

A newly refurbished residence in Chelsea, near to King's Road and walking distance from the museums of South Kensington. All rooms are twin, with en-suite shower and toilet facilities which are cleaned weekly. The room includes 2 writing desks with bookcases, 2 lockable wardrobes, 2 data ports per room with free internet access 24 hrs / day, telephone. Kitchens are shared with other students and have new fully fitted equipment and individual lockable cupboards. Other features include :

- Student lounge with cable television and DVD
- Laundry facilities on site
- 24-hour security

A damage deposit of £150 per student for stays of less than four weeks and £250 per student for stays longer than four weeks is payable on arrival. Damage deposits will be refunded within one month of departure provided:

- There are no damages and
 - There are no outstanding fees payable (including cancellation fees)
-
- Underground : Sloane Square - zone 1

International Students' House

International Students House is located near Regent's Park. It offers single and twin rooms as well as multi bedded rooms. The prices quoted are for bed and breakfast although flexible meal plans are offered by means of a pre pay smartcard system. Facilities include Gym, Bar and Concert Hall and lively social programme.

There are two locations for ISH Great Portland Street and York Terrace East. They are within 2 minutes walk of each other.

Please note that there are high season supplements in the summer and that a half board meal plan is mandatory.

- Underground : Regent's Park - zone 1
- 5 minutes walk from the school

Residential Accommodation (summer only)

Schafer House

Modern Flats with 5 single rooms. Each flat has a shower room and two toilets, as well as a spacious kitchen shared between the 5 rooms. All rooms have a wardrobe and a wash basin. TV lounge and laundry are located on the ground floor.

- Underground: Warren Street – zone 1
- 20 minutes walk from the school

Nutford House

Nutford House is located in a quiet residential area of central London, which is only 7 minutes walk from Marble Arch underground station and Oxford Street. The residence comprises three buildings including an annexe across the road and offers comfortable single and twin rooms, each with a desk, wash basin and telephone. Bed linen is provided but students should bring their own towels. Bathrooms and showers are available on each floor and are shared with other guests. Facilities include a lounge, television rooms, a study room, private garden and communal kitchens for making snacks and drinks. There is a local leisure centre nearby with gym and swimming pool at very reasonable rates. Half board is included.

- Underground : Marble Arch - zone 1
- 25 minutes walk from the school

Don Gratton House

Don Gratton House is a new residence that is located near Aldgate East Tube Station. The facilities include 24 hour reception desk, common rooms, on site launderette and bike storage facilities. Each flat within the residence has a shared kitchen and dining area fitted with cooker, fridge, sink, a microwave oven and a freezer. Each student has ample storage space and their own lockable food storage cupboard. The rooms

are study bedrooms, each with its own en-suite shower, toilet and basin. A bed, desk, chair, bookcase, wardrobe and drawers are provided and there are electrical sockets for residents to use their own computer, reading lamp, radio etc. There is a telephone point and an internet point for a broadband internet service

- Underground: Aldgate East – zone 1

Booking Procedure Notes

Because of the high demand for residential places and the limited number of beds the student should always choose two options. We cannot always guarantee the first choice of residence is available but we will always help counsel and guide the student into an alternative.