

入学条款

重要提示

在您最后签署接受利物浦约翰莫尔斯大学国际学习中心(以下简称LJMUISC)学籍函件之前，请务必认真阅读并理解本条款。本条款及本文提及的其他条款与条件构成双方之间完整协议，并取代有关本事项的其他任何承诺、陈述、保证，或由一方作出或代表一方对另一方作出的任何性质的书面或口头声明，或由一方发给另一方的任何手册或其他文件资料。LJMUISC由学习集团位于布莱顿的贝勒比斯教育服务有限公司管理。在申请表格上签字，意味着您同意您的儿子或女儿参加LJMUISC安排的远足活动。

申请和确认付款

大学在接受申请后会发出入学名额确认书。

如学生接受该入学名额，则须预付五百英镑学费及五百英镑的安全/保证押金。该押金主要用于支付任何损坏和其他偶发开支。如果课程结束后有任何余款，该结余可用于偿付应缴费用。当损坏/支出费用超出押金额度时，大学会发出账单要求学生补交。押金的余额会在最后一学期结束后的二十八天内退还给学生，届时若有任何尚未付清的费用，则会扣除此部分金额后再将余额退还给学生。除此之外，其他费用均不退还。学生未能获得入境签证并提交正式的签证拒绝信的情况下，所有支付的费用将如数退还。入学通知书根据入学名额发放。只有LJMUISC在付款截止日期前收到学生支付的留位确认款及住宿确认款才能保留入学名额。LJMUISC未能在付款截止日期前收到学生应付的款项将不能保证学生的入学名额。

学生可能还要支付如住宿押金、床上用品、住宿保险、大学管理费及其它杂费。这些费用由国际学习中心或大学收取，计入学生的国际学习中心帐户或大学帐户。也提供部分寄宿家庭住宿类型，但必须提前预定。

取消课程

符合入境签证要求，但在开学前取消课程的，需支付取消费用如下：

取消费用

距开学日八周以上

五百英镑

距开学日不足八周

一千英镑

取消课程必须以书面方式作出，上述取消时限以大学收到取消课程的书面通知之日期为准。若取消课程，学生也需要确认是否要同时取消学习关怀保险。

学费及住宿费

学费可按学期支付给LJMUISC，每学期开始前一个月支付。按学期付费的，学费及住宿费的调整金额将在学期期间公布。LJMUISC根据付款截止日期前是否收到足额款项决定是否允许学生上课。

大学会尽力将费用控制在合理的最低限度，并使之足以维持现代有效的教学课程安排。然而，为保持教学水准，大学可能会不时调整费用。调整后的费用在相关通知发布后生效。课程费用可以分学期支付，包含一千英镑的入学及注册费。

如费用逾期未付，大学有权暂停或取消课程教学，并对欠款收取利息。欠款利率按照巴克莱银行的基本月息再加百分之二收取。

未按照本条款规定提出退学通知的，仍需缴纳相应的费用。

教学的提供

如果大学认为有必要更改或结束某课程，可以提前一学期发出书面通知，但不退还课程费用。

学业评定标准

如果学生尚未达到大学所要求的英语水平，需要先在LJMUISC参加适当的英语语言课程。

获准入读本校的学生应充分了解，想要获得学业进步，就必须做到出勤率合格，并且达到预定的学业目标。大学对学生的学习成绩一年至少进行两次正式审核。成绩评定的因素包括以下内容：

- 平时作业
- 大学内部考试成绩
- 上课出勤率
- 课堂及作业的努力程度

不符合要求的学生，将不得继续学习原来的课程，但可以改选其他课程，或者大学对其进行劝退(但不予以退费)。

升学

学生必须成功通过本学期的所有课程方可升入下一学期。

个人保险

意外和医疗保险

每个学生都必须获得适当的意外和医疗保险。学生或者购买大学的学习关怀保险，或者在报名时提供其他保险的投保证明。学习关怀保险在保费全额付清之后才开始生效。学习关怀保险费不可退还。

个人财物保险

大学将尽力保证学生在大学及学生宿舍时的安全，但大学不对任何个人财物的丢失或损毁承担责任，包括因偷窃、火灾、洪水、计算机病毒或大学计算机设备及其他原因导致的个人计算机设备、软件以及任何其他财物的损失，除非这些财物的丢失或损毁是由于大学的失职疏忽而造成。

大学不负责学生个人财物的保险，如果学生遭受财物损失而没有对其个人财物投保，大学不承担任何形式的责任。因此，我们强烈建议学生购买相关的保险。如果学生选择购买“学习关怀保险”，那么其个人财物的丢失或损毁都将在承保范围内。

破坏或损毁

如果学生发生破坏或损毁任何LJMUISC/大学财物的行为，包括大学宿舍的固定装置和设施，必须负责赔偿LJMUISC/大学的相关损失。共用宿舍设施的学生对房间的整洁、家具和设施需承担共同及连带责任，LJMUISC/大学有权要求学生支付损毁维修或额外清理费用。

非由大学提供的设施及服务

校园内的某些设施及服务由第三方提供，并非由大学提供，比如保健中心和学生会。大学将尽力保证这类设施及服务的质量，但大学不承担任何形式的责任，并且有权取消或更改此类设施及服务。

从LJMUISC退学

一旦学生到达英国，欲退学的学生无论是否继续上课，都应至少提前两个学期发出书面通知，或者支付通知期的学费。

学校会自动将就读英语语言准备课程的学生转到专业课程就读。不打算在本校继续就读专业课程的学生，也应按规定提前通知校方。

因签证遭拒而被迫取消课程或退学的，学校可接受学生的临时通知(由校方认定)，只要在开学前收到完整的书面材料即可。

如有投保本校提供的“学习关怀保险”(可提供具体相关信息)的学生因病需要取消课程，依照该保险单的条款，学生有可能索回一笔款项。

退学通知应该采用书面方式进行，并自校方收到该通知之日起生效。退学只针对LJMUISC并且是不可转换的。

学位课程的取消或更改

如LJMUISC的学生已确定其完成预科课程后所要继续的学位课程，但在学生完成预科课程之前，学校中止了该学生指定学位课程的提供，学生可以：(1)无需支付任何除LJMUISC预科课程以外的费用；或(2)转读学校提供的其他该学生可入读的学位课程(如有合适课程的话)。在这种情况下，如学生希望从学校退学并申请其他大学的学位课程，学校将尽力协助学生。

如果学生已经开始了其第一学期的学位课程：

(a) 在无法控制的情况下(如第三方的行业行为)，学校无法正常提供已作出承诺的课程或服务，学校应在可操作的情况下尽全力将由此给学生带来的困扰和不便降低到最小；

(b) 除了无法控制的情况以外，学位课程被取消或学位课程的内容发生了实质性的改变而与学校课程简介严重不符，学校应尽全力帮助学生转读其他合适的课程作为替代(但学校不能保证)。如果学生拒绝接受学校提供的替代课程，学生有权提出退学。学生如在这种情况下退学，学校将给予合理的退款。根据学生退学的日期，学校有权扣取学生实际已就读课程的学费及服务费。

学位课程入学条件

学生必须根据大学公布的费用标准向大学交纳所有应缴费用，并且须严格遵守大学有关的法规和条例，包括学生手册，本科生考核手册中的所有规定(最新情况请查询威尔士各大学网站了解详情)。

学生也许需要支付除学费以外的由大学提供的设施和服务费。大学会对此类费用事先予以说明。如果学生同意接受某项由大学提供的额外设施及服务，但学生最终未能支付全部费用或拖欠部分费用，大学有权中止该设施及服务的提供并向学生索要拖欠的费用。

账户程序

付款

LJMUISC接受支票、英镑汇票、电汇或信用卡的付费形式。汇款时，请务必将学生姓名写在单据上，并注明该笔款项是相关学费的付款。

银行收汇该款的费用与手续费应由汇款人承担，否则将记在学生账上。通过信用卡支付费用时，将会加收百分之二的手续费。通过借记卡支付费用时，将会加收一英镑的手续费。除非另外收到书面通知，否则账户往来明细记录将同时寄给付款人和学生本人。

杂项费用

任何偶然产生的学生名义下的各类由大学代付之费用，如出租车、传真费、户外旅费、考试费、书本费和假期住宿费等均会在学生账上扣除。

退费

除非另有书面授权，否则退款只能退给付款人。应退款项会在相关学期结束后的二十八天内退给付款人。计算应退款项时将扣除所有损坏、支出所需支付的费用或其他偶发性费用。

住宿

住宿提供

市内学生宿舍由LJMUISC提供。学生必须填好住宿申请表并在公布的截止日期前寄给LJMUISC。住宿条款可以从以下网站找到：www.ljmu.ac.uk/accommodation

停车

校园停车规定请访问大学网站如下网页：

http://www.ljmu.ac.uk/PRS/security/59091.htm

宣传推广

学生、父母或监护人同意学生的照片、个人资料或成绩单可供学校作宣传之用，无需另签书面同意书，也无需另行通知。

资料保护

提供给LJMUISC的任何资料可保存于电脑之中，学校在使用时将遵守资料保护登记及英国资料保护法的有关规定。学校将根据学生提供的信息处理和注册，该信息也会用于官方的学生登记记录。官方的学生登记有电子和书面两种记录，分别记录了学生的个人资料、学历背景、注册记录和相关的财务状况。一旦学生升读了学位课程，学校会按要求向英国高等教育统计机构等相关英国机构提供学生的信息。在学生离校后，学校会保留部分资料以存档。学校还会保留部分信息以便保持与校友间的联系。所有过程都严格遵循最新的英国资料保护法的有关规定而执行。

责任

本条款规定的学生的责任，同时也是学生父母或监护人的责任，而且是共同和连带的责任。

变更

本条款未经LJMUISC课程总监书面同意不得擅自变更。学校有增加、修改、变更本条款的权力，并将提前一个学期书面通知所有受影响的学生、父母及监护人。

英国政府部门

LJMUISC有义务按照要求向英国有关政府部门报告学生的签证情况、出勤记录以及他们在英国的联系方式。

联系方式

为了沟通的方便，请在到达学校前向校方提供你的电子邮件和手机号码，以便以后传递学生成绩报告。如果联系方式有变动，请及时通知校方。

本入学条款适用对象为所有申请二零零九年一月以后入学的学生。



Application for enrolment

Please complete all pages of this form in BLOCK capitals and return it to your local representative or direct to the Admissions Centre,

at the address shown overleaf, at least one month before the start of term. Every section must be filled in. Tick boxes where appropriate.

Students are usually 17 years of age on commencement of the International Foundation Year at the LJMU International Study Centre (LJMUISC).

STUDENT DETAILS	FAMILY NAME	RELIGION		
	OTHER NAMES	COUNTRY OF BIRTH		
	TITLE	COUNTRY OF NORMAL RESIDENCE		
	DATE OF BIRTH	HOME ADDRESS		
	AGE	CITY		
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	COUNTRY / CODE
	NATIONALITY	HOME TELEPHONE		MOBILE
	MARITAL STATUS	FAX		EMAIL
	FIRST LANGUAGE	TICK THIS BOX IF YOU WOULD LIKE TO RECEIVE PERIODIC SPECIAL OFFERS AND NEWS FROM LJMUISC. YOU CAN UNSUBSCRIBE AT ANY TIME, AND YOUR EMAIL ADDRESS REMAINS CONFIDENTIAL. <input type="checkbox"/>		
	LANGUAGE OF INSTRUCTION TO DATE			
ETHNICITY				

PARENT/GUARDIAN	NAME	HOME ADDRESS	
	RELATIONSHIP TO STUDENT	CITY	
	EMAIL	COUNTRY / CODE	
	MOBILE	HOME TELEPHONE	
	BUSINESS TELEPHONE	FAX	

PREVIOUS EDUCATION	PLEASE GIVE DETAILS OF YOUR CURRENT OR MOST RECENT SCHOOL, COLLEGE OR UNIVERSITY. ENSURE OFFICIAL TRANSCRIPTS, LATEST AVAILABLE RESULTS OR FORECAST RESULTS ARE ATTACHED, IN ENGLISH.			
	NAME OF SCHOOL/COLLEGE/UNIVERSITY			
	ADDRESS			
	COUNTRY / CODE			
	TELEPHONE			
FAX				
EMAIL				

ELP*	ENGLISH LANGUAGE PREPARATION (ELP). PLEASE NOTE, YOU WILL NEED THE EQUIVALENT OF IELTS 4.5 TO COMMENCE THE INTERNATIONAL FOUNDATION YEAR. CURRENT ENGLISH LANGUAGE PROFICIENCY: PLEASE TICK APPROPRIATE BOX AND ENTER SCORE OR GRADE IF APPLICABLE.				
	CURRENT LEVEL OF ENGLISH	IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>	GCSE 'O' LEVEL <input type="checkbox"/>	COMPLETION OF ISC ENGLISH TEST <input type="checkbox"/>
	REQUESTED LENGTH OF ENGLISH LANGUAGE PREPARATION	1 TERM <input type="checkbox"/>	2 TERMS <input type="checkbox"/>	ELP NOT NEEDED <input type="checkbox"/>	
	DATE YOU WISH TO START YOUR ENGLISH COURSE. IF YOU HAVE THE EQUIVALENT OF IELTS 3.0 YOU WILL NEED AT LEAST 2 TERMS OF ELP AND AT LEAST 1 TERM IF YOU HAVE THE EQUIVALENT OF IELTS 4.0.	JAN 2009 <input type="checkbox"/>	JUNE 2009 <input type="checkbox"/>	SEPT 2009 <input type="checkbox"/>	JAN 2010 <input type="checkbox"/>

COURSE SELECTION*	FOUNDATION YEAR SUBJECT ROUTE	BUSINESS, LAW AND SOCIAL STUDIES <input type="checkbox"/>	ENGINEERING, COMPUTING AND LIFE SCIENCES <input type="checkbox"/>		
	DATE YOU WISH TO START YOUR ACADEMIC COURSE	JAN 2009 <input type="checkbox"/>	SEPT 2009 <input type="checkbox"/>	JAN 2010 <input type="checkbox"/>	SEPT 2010 <input type="checkbox"/>
	INTENDED UNDERGRADUATE DEGREE AT LIVERPOOL JOHN MOORES UNIVERSITY (GENERAL SUBJECT AREA OR SPECIFIC DEGREE PROGRAMME)				

INSURANCE	ACCIDENT & MEDICAL INSURANCE THE FULL COST OF STUDYCARE INSURANCE WILL AUTOMATICALLY BE ADDED TO YOUR INVOICE UNLESS YOU CAN PROVIDE PROOF OF ALTERNATIVE ADEQUATE COVER.
	I ATTACH PROOF OF MY ALTERNATIVE POLICY <input type="checkbox"/>

DO YOU HAVE ANY CRIMINAL CONVICTIONS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET.
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2009/2010

^[1] PLEASE NOTE, FEES MAY BE SUBJECT TO INCREASE IN 2010

Application for enrolment continued

MEDICAL / DISABILITY / SPECIAL NEEDS	PLEASE GIVE DETAILS OF SUCH CIRCUMSTANCES, INCLUDING ALLERGIES AND ANY RELIANCE ON PRESCRIPTION MEDICINES. CONTINUE ON A SEPARATE SHEET IF NECESSARY.	
	COMPLETION AND SIGNING OF THIS FORM GIVES PROFESSIONAL STAFF FIRST AIDERS PERMISSION TO ADMINISTER FIRST AID TO YOU IF REQUIRED. IF YOU INDICATE THAT YOU HAVE A MEDICAL CONDITION, DISABILITY OR SPECIAL NEED THIS INFORMATION WILL BE PASSED TO THE STUDENT SUPPORT OFFICE AT THE UNIVERSITY WHICH MAY REQUIRE FURTHER DETAILS. PLEASE NOTE THAT CONSIDERATION OF HOW WE CAN MEET ANY SPECIAL NEEDS IS SEPARATE FROM THE ASSESSMENT OF YOUR ACADEMIC ABILITY.	

AIRPORT COLLECTION	STUDENTS SHOULD ARRIVE 24 TO 48 HOURS PRIOR TO COMMENCEMENT OF THE COURSE.		
	DO YOU REQUIRE AIRPORT COLLECTION?	YES <input type="checkbox"/> NO <input type="checkbox"/>	IF REQUIRED, THIS WILL BE INVOICED AS AN EXTRA CHARGE
	ARRIVAL DATE		
	ARRIVAL TIME		
	DEPARTURE AIRPORT		
	ARRIVAL AIRPORT		
FLIGHT NUMBER			

PASSPORT	PASSPORT NUMBER	
	EXPIRY DATE	
	NAME AS SHOWN ON PASSPORT	

PAYMENT DETAILS	WHO IS RESPONSIBLE FOR PAYMENT OF YOUR TUITION FEES?			
	WHO IS RESPONSIBLE FOR PAYMENT OF YOUR ACCOMMODATION FEES?			
	ONCE AN OFFER OF A PLACE HAS BEEN ACCEPTED WE REQUIRE A DEPOSIT OF £500, TOGETHER WITH £500 ADVANCE PAYMENT OF FEES. YOU WILL ALSO BE REQUIRED TO PAY IN ADVANCE THE STUDY CARE INSURANCE FEE UNLESS YOU HAVE PROVIDED PROOF OF ALTERNATIVE COVER. PAYMENT CAN BE MADE EITHER BY STERLING BANK DRAFT, CREDIT CARD, DEBIT CARD OR BY DIRECT BANK TRANSFER. PAYMENT BY VISA, MASTERCARD OR AMEX IS SUBJECT TO A SURCHARGE OF 2%. PAYMENT BY DEBIT CARD HAS A £1 SURCHARGE. OUR BANK DETAILS ARE AS FOLLOWS:			
	BANK ADDRESS	NATIONAL WESTMINSTER BANK, HOVE TOWN HALL BRANCH, 103 CHURCH ROAD, HOVE BN3 2BS. ENGLAND.		
	ACCOUNT NAME	INTERNATIONAL STUDY CENTRE	SWIFT CODE	NWBK GB 2L
	SORT CODE	53-61-02	IBAN NUMBER	GB92 NWBK 5361 0260 0608 32

SPONSOR/PAYEE	PLEASE GIVE DETAILS OF THE PERSON/ORGANISATION RESPONSIBLE FOR PAYMENT OF FEES FOR FINANCIAL INFORMATION (INVOICES, STATEMENTS, ETC).		
	NAME	HOME ADDRESS	
	RELATIONSHIP TO STUDENT	CITY	
	EMAIL	COUNTRY / CODE	
	MOBILE	FAX	
	CONTACT TELEPHONE		

UNDERTAKING	BY THE PARENT, LEGAL GUARDIAN OR SPONSOR	
	I APPLY TO ENROL THE PERSON NAMED AS A STUDENT OF LJMUISC*. I UNDERTAKE TO PAY ALL TUITION AND ACCOMMODATION FEES INCURRED BY THE STUDENT AS THEY BECOME DUE IN ACCORDANCE WITH THE TERMS & CONDITIONS AND EITHER TO GIVE THE REQUIRED NOTICE OF CANCELLATION OR TO PAY THE REQUIRED FEES IN LIEU OF NOTICE. I AM THE PARENT OR LEGAL GUARDIAN NAMED.	
	FULL NAME	
	SIGNED	
DATE		

FORM OF INDEMNITY	BY THE PARENT, LEGAL GUARDIAN OR SPONSOR	
	THIS INDEMNITY IS TO BE SIGNED BY THE STUDENT, AND ALSO BY HIS/HER PARENT OR LEGAL GUARDIAN IF THE STUDENT IS UNDER EIGHTEEN YEARS OF AGE. UNTIL THIS INDEMNITY HAS BEEN SIGNED AND RETURNED TO THE LJMUISC*, THE STUDENT MAY NOT TAKE PART IN AN EXPEDITION ORGANISED BY LJMUISC*.	
	IN CONSIDERATION OF THE PRINCIPAL/HEAD TEACHER/DIRECTOR OF LJMUISC* AGREEING TO MAKE ARRANGEMENTS FOR AND TO AUTHORISE MEMBERS OF THE STAFF OF LJMUISC* TO TAKE ME/MY SON/DAUGHTER/WARD FROM TIME TO TIME ON EXPEDITIONS OUTSIDE THE PREMISES OF LJMUISC*.	
	I HEREBY UNDERTAKE TO INDEMNIFY THE PRINCIPAL/HEAD TEACHER/DIRECTOR AND SUCH MEMBERS OF THE STAFF AGAINST:	
	A) ANY CLAIMS, DAMAGES OR COSTS WHICH THEY OR ANY OF THEM MAY BE, OR BECOME, LIABLE TO PAY IN CONSEQUENCE OF ANY INJURY OR DAMAGE TO OR ILLNESS OF ME/MY SAID SON/DAUGHTER/WARD OCCURRING DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.	
	B) ANY CLAIMS BY ANY THIRD PARTY WHICH MAY BE MADE AGAINST THEM OR ANY OF THEM IN CONSEQUENCE OF ANY ACT OR DEFAULT OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.	
C) ANY OTHER COSTS AND EXPENSES REASONABLY INCURRED BY THEM OR ANY OF THEM ON BEHALF OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS. PROVIDED THAT THE INDEMNITY HEREIN SHALL NOT EXTEND TO ANY CLAIMS, DAMAGES, COSTS OR EXPENSES IN RESPECT OF AND TO THE EXTENT TO WHICH LJMUISC* AND MEMBER(S) OF THE STAFF OR ANY OF THEM SHALL BE ENTITLED TO BE INDEMNIFIED UNDER ANY POLICY OF INSURANCE.		
SIGNED (STUDENT)		DATE
SIGNED (PARENT, LEGAL GUARDIAN)		DATE

<p>CHECK THAT YOU HAVE</p> <p><input type="checkbox"/> COMPLETED THE FORM IN FULL AND CHECKED FOR ACCURACY</p> <p><input type="checkbox"/> ENCLOSED PROOF OF ALTERNATIVE INSURANCE POLICY, IF RELEVANT</p> <p><input type="checkbox"/> ENCLOSED FULL TRANSCRIPT OF ALL YOUR RELEVANT QUALIFICATIONS, TRANSLATED INTO ENGLISH</p> <p><input type="checkbox"/> ISC ENGLISH TEST OR IELTS/TOEFL CERTIFICATE</p>	Your representative's stamp
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For applications
International Admissions Centre, 1 Billinton Way, Brighton BN1 4LF, United Kingdom. T +44 1273 339333 F +44 1273 339334

* THE LJMUISC IS ADMINISTERED AND TAUGHT BY A STUDY GROUP COMPANY, BELLERBYS EDUCATIONAL SERVICES LIMITED FROM BRIGHTON.

2009/2010



Application for accommodation

Please complete in capital letters. Accommodation is subject to availability. Please return this form as soon as possible. Tick boxes where appropriate. ✓

OFFICIAL USE ONLY
DATE RECEIVED:

This form should be returned to the International Admissions Centre (IAC). Fax: +44 1273 339334

PERSONAL DETAILS	FAMILY NAME		TITLE	
	OTHER NAMES			
	DATE OF BIRTH		AGE	
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
	NATIONALITY			
	CORRESPONDENCE ADDRESS			
	COUNTRY / CODE			
	TELEPHONE			
	MOBILE			
	EMAIL			
COURSE APPLIED FOR				

EMERGENCY CONTACT	EMERGENCY CONTACT NAME			
	RELATIONSHIP TO STUDENT			
	ADDRESS			
	COUNTRY / CODE			
TELEPHONE		MOBILE		

RESIDENCE	SHOULD YOU BE OFFERED AND ACCEPT ACCOMMODATION YOU WILL BE REQUIRED TO CONFIRM THAT YOU UNDERTAKE TO ABIDE BY THE TERMS AND CONDITIONS OF THE ACCOMMODATION, WHICH WILL BE SENT TO YOU AT THE TIME OF ENROLMENT AND WILL FORM PART OF YOUR RESIDENCE CONTRACT. ALL ROOMS ARE SELF-CATERED. FOR MORE INFORMATION: WWW.LJMU.AC.UK/ACCOMMODATION			
	DO YOU REQUIRE RESIDENTIAL ACCOMMODATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

OPTIONS	MOST ACCOMMODATION IS NON-SMOKING. IF YOU REQUEST A SMOKING ROOM, YOU ARE ONLY PERMITTED TO SMOKE IN YOUR OWN ROOM, NOT IN THE COMMUNAL AREAS OF YOUR ACCOMMODATION. PLEASE TICK THE BOXES TO INDICATE THE TYPE OF ACCOMMODATION YOU WOULD PREFER (PREFERENCES CANNOT BE GUARANTEED BUT THE UNIVERSITY WILL ENDEAVOUR TO MEET YOUR REQUESTS, WHERE POSSIBLE):			
	DO YOU SMOKE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	SINGLE SEX AREA <input type="checkbox"/>
	DO YOU OBJECT TO LIVING WITH A SMOKER?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	STANDARD <input type="checkbox"/> EN-SUITE <input type="checkbox"/>
	A BEDDING PACK WILL BE PRE-ORDERED FOR YOU UPON CONFIRMATION OF YOUR ENROLMENT, THE COST OF WHICH WILL BE CHARGED TO YOUR STUDENT ACCOUNT, IF APPLICABLE.			

SPECIAL NEEDS	SPECIAL MEDICAL NEEDS WHICH AFFECT YOUR ACCOMMODATION REQUIREMENTS	
	STUDENTS SHOULD NOTE THAT THE UNIVERSITY IS NOT ABLE TO GUARANTEE YOUR CHOICE OF ROOM TYPE OR LOCATION. HOWEVER, IF YOU HAVE A SPECIAL MEDICAL NEED WHICH AFFECTS YOUR ACCOMMODATION REQUIREMENTS WE WILL MAKE EVERY EFFORT TO ALLOCATE YOU TO SUITABLE ACCOMMODATION. PLEASE PROVIDE DETAILS OF YOUR NEEDS:	

DECLARATION	IN SIGNING THIS APPLICATION YOU SHOULD BE AWARE THAT YOU ARE AGREEING TO ABIDE BY THE CONDITIONS OF RESIDENCE THAT CAN BE VIEWED AT WWW.LJMU.AC.UK/ACCOMMODATION. THE KEY POINTS ARE DETAILED BELOW:	
	<ul style="list-style-type: none"> STUDENTS LIVING IN UNIVERSITY OWNED ACCOMMODATION ARE LICENSEES. YOUR LICENCE IS GRANTED BECAUSE OF YOUR INTENTION TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY. IF YOU CEASE TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY YOU WILL BE REQUIRED TO LEAVE RESIDENCE. YOUR LICENCE IS FOR A FIXED PERIOD AND THERE ARE FINANCIAL PENALTIES IF YOU DECIDE TO LEAVE BEFORE THE END OF THE PERIOD. YOU ARE REQUIRED TO CONDUCT YOURSELF IN A RESPONSIBLE AND SAFE MANNER AND NOT TO DISTURB OTHER RESIDENTS. THE ADDRESS IN ENGLAND AND WALES AT WHICH NOTICES (INCLUDING NOTICES IN PROCEEDINGS) MAY BE SERVED ON THE LANDLORD BY THE TENANT OR LICENSEE IS: THE ACCOMMODATION OFFICE, LJMU, ROSCOE COURT, 4 RODNEY STREET, LIVERPOOL, L1 2TZ. ALL RESIDENCES, INCLUDING BEDROOMS, UNLESS OTHERWISE SPECIFIED, ARE NON-SMOKING. YOU MAY NOT SUB-LET YOUR ROOM OR LET ANYONE ELSE LIVE THERE. 	
I AGREE TO ABIDE BY THE CONDITIONS OF RESIDENCE	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SIGNATURE		DATE	
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IF YOU ARE A PARENT/GUARDIAN COMPLETING THIS FORM ON BEHALF OF A STUDENT, PLEASE SIGN ON THEIR BEHALF.