



National
College *of*
Ireland

NATIONAL COLLEGE OF IRELAND
Campus Residence Application Pack

2009 - 2010 Academic Year

The accommodation office will not accept your application unless all parts of the application pack are signed and dated where applicable. The entire pack must be returned to the accommodation office.

**ENSURE ALL SECTIONS ARE COMPLETED IN CAPITAL
LETTERS & HANDWRITING IS LEGIBLE.**

BOOKLET 1

NCI CAMPUS RESIDENCES ACCOMMODATION CHECKLIST

Please note that to apply for accommodation, the following sections must be completed in the application pack.

Please mark with X the items that have been submitted to the office:

- Completed application form
 - Passport photograph.
Your application will not be processed without a photograph.
 - Conditions of Occupancy
Signed in space marked resident signature.
 - Letting agreement
Signed by resident in space marked student signature; and parent or guardian signed in space marked guarantor.
 - Text message declaration
Signed in space marked resident signature
 - Declaration and application for internet access
Signed in space marked resident signature
-

The following must be attached to your application.

- Student status letter from University of the applicant
A letter confirming status as a full time student & the course being studied in the third-level college/university. (Non-NCI students only)
- Completed Tenancy Registration Form Section 4 Only
This is a government required document please fill in your details only. If you do not have a PPSN number, you must still complete this form.
- A deposit of €300.00

Name: _____

Signature: _____ Date: _____

FREQUENTLY ASKED QUESTIONS

1) Q: *Can friends apply for accommodation together and ask to share an apartment?*

A: Yes - there is a section on the application form where you are asked to state your preferences. Please note that while we endeavour to meet all requests, we cannot guarantee it.

2) Q: *Are there fees for Internet connection?*

A: No, an Internet connection is provided as available in your room. You do need to read and sign the declaration and application for Internet.

3) Q: *How many residents share an apartment?*

A: The apartments vary in size between 3 – 8 bedrooms. The kitchen and living areas in apartments also vary in size according to bedroom numbers. 1st year students will likely be assigned to a 6 or 8 bedroom apartment.

4) Q: *How is electricity charged?*

A: ESB cards are purchased at €5 per card. Approximately 1 / 2 cards a week per student will be required. Cards are purchased in the MACE shop beside the accommodation block.

5) Q: *When is the deadline to apply for accommodation?*

A: The deadline is 1st September 2009 for NCI students or 5th September 2009 for all other students. You would be advised to apply well in advance to secure a place. We operate on a first come, first served basis.

6) Q: *Does the NCI Campus close for Christmas?*

A: No – the campus does not close for the Christmas week, however it will be necessary for residents to inform the Accommodation office by the 4th Dec that they intend to stay on campus over this period.

7) Q: *Is there a Residents Committee?*

A: Yes – the Residents Committee is established at the Residents Orientation Sessions. There are two sessions held at the beginning of the academic year, one in September and one in October. All residents are asked to attend one of these sessions.

8) Q: *Are overnight guests permitted?*

A: We have a procedure in place to allow overnight guests. All requests for overnight guests must be done through the Accommodation Office **24hrs** in advance.

9) Q: *How do I collect my post and what will my address be?*

A: Post is sorted into pigeon boxes in the Accommodation Office, according to surname.

Your address will be:

Your name

Your room number and apartment block e.g. Apt 5.2.1 Zurich

Campus Residences

National College of Ireland

IFSC, Dublin 1

Rooms and apartment blocks will be allocated at check in.

Office Use Only

Receipt No. _____
Giro No. _____
Room No. _____
Deposit _____
Unit. _____



National
College of
Ireland
*The college for a
learning society*

- Attach Colour Photograph
- Print Name on Back of Photograph
- (Forms cannot be accepted without a photo)

- Surname: _____
- First Name: _____ Male Female
- Home / Permanent Address: _____

- Nationality: _____
- Tel. No (home): _____ (cell / mobile): _____
- Date of arrival at NCI Campus residences: _____
- Date departing NCI Campus Residences: _____
- Date of Birth:

D	D	M	M	Y	Y
---	---	---	---	---	---
- Email Address: _____ (ideally must be Yahoo, Hotmail, Gmail etc. No College emails where possible.)
- College / University: _____
Course/Year: _____
- Student Status at time of intended occupancy. Please tick (✓) category.

1st year	
2nd year	
3rd year	
4th year	
International	
Other (please specify)	
- Have you lived in Student Residence previously? Yes No
(If Yes, Academic Year _____ Location _____ House _____)
- Are you suffering from any illness or taking medication of which we should be aware?
Yes No (If Yes, give details _____)

14. Guarantor / Next of Kin (Normally a parent): Name: _____

Address _____

15. Tel.No. (Day): _____ (Mobile): _____

16. Preferences: Indicate which, if any, students you would like to share with and preferred apartment size. While we will do our best to accommodate you, **please note that there is no guarantee of success.** 1st year students will likely be allocated a 6 or 8 bed apartment.

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

17. A deposit of €300 must accompany this application form. All payments to be made to National College of Ireland. Please tick (✓) relevant payment option:

Irish Cheque	
Irish bank draft	
Bank transfer (proof of transaction to be faxed to NCI Accommodation Office on 01 4498760)	
Credit card (VISA/MASTERCARD & Laser ONLY)	

18. If paying by credit card, please complete the following:

Card type (Visa/MasterCard/Laser):	
Card number:	
Expiry Date:	

The deposit is only refundable to successful applicants who cancel **6 weeks** before the semester commences.

Non-NCI students must provide the Accommodation Office with written proof from their College or University, that they are full time students in an Irish third level institution. **A student card is not valid proof of full-time student status.**

Should you move out of residence during the occupancy period, you will forfeit your deposit and remaining rent.

NCI Campus Residences reserve the right to refuse accommodation.

Successful applicants will be allocated accommodation on a first come first served basis. Room allocations will be given at check in.

Signature of Applicant: _____ Date: _____

Please return completed form to:

The Accommodation Office, National College of Ireland, Mayor Street, IFSC, Dublin 1, Ireland

Tel: + 353 1 4498 703 / 00 353 1 4498 705 Email: campusresidences@ncirl.ie

LETTING AGREEMENT

DATE

PARTIES

1. Landlord National College of Ireland

2. The Tenant _____ **Please sign******

3. The Guarantor _____ **Please sign******

Please read pages 8 – 12 and sign Page 13 (Tenant & Guarantor)

Page 14 Must be signed by the Tenant

LETTING AGREEMENT dated _____ day of _____, 2009

BETWEEN:-

(1) "THE LANDLORD"(includes the Landlords authorised agent) the National College of Ireland having its registered office at Mayor Street, IFSC, Dublin 1

"THE TENANT": _____
of

AND

"THE GUARANTOR": _____
of

(2) "THE PROPERTY": Bedroom No. _____ ("Room") in apartment No. _____ ("apartment") National College of Ireland ("College"), Docklands Campus in the City of Dublin with all Landlord's fixtures and fittings together with the use in common with other tenants of the apartment of the living accommodation, kitchen facilities, toilet facilities and all other shared areas within the apartment and the use in common with all other authorised persons of all common areas at the Campus Accommodation.

(b) "THE CAMPUS": means the NCI Docklands Campus in the City of Dublin.

(c) "THE TERM":

29th August 2009 – 22nd May 2010

OR 19th September 2009 – 12th June 2010

OR 3rd October 2009 until 26th June 2010

(d) "THE TERM COMMENCEMENT DATE"

29th August 2009

OR 19th September 2009

OR 3rd October 2009

(e) "RENT"

€5,200 payable by two equal instalments of €2,600.00 by cheque, credit card, banker's draft or postal order payable to National College of Ireland (who are acting as agent for the Landlord), Accommodation Office, National College of Ireland, Mayor Street, International Financial Services Centre, Dublin 1.

First Instalment due on or before 21st August 2009, 11th September 2009 or 25th September 2009 (Depending on semester term).

Second Instalment due on or before 15th January 2009.

(f) SECURITY/DAMAGE DEPOSIT:

€300.00

(3) THE LETTING

- (a) In consideration of the Rent payable hereunder, the Landlord agrees to grant and the Tenant agrees to take a lease of the Property for the Term subject to the covenants and conditions herein contained.
- (b) Should the Tenant be in material breach of any of the covenants or conditions herein contained, the Landlord will be entitled to terminate this Lease on the provision of 14 days prior written notice without prejudice to any other rights accruing in favour of the Landlord or the Tenant hereunder.
- (c) The Landlord may decide in its reasonable discretion to impose a fine/levy in such amounts as it shall decide in the instance of a serious breach of covenant where it feels termination is not required. For the purposes of this Clause the representative of the Landlord shall be the person duly authorised on behalf of the Landlord to impose such a fine.
- (d) The Landlord is entitled during the term of this Lease from time to time to relocate the Tenant to alternate accommodation if it so requires within the Campus in lieu of the Property and the Tenant specifically agrees to same.
- (e) The Tenant shall be responsible for the payment of all electricity cards consumed on the Property, which is credited to the meters, by meter cards that may be purchased locally.
- (f) A deposit will be collected from the Tenants who wish to avail of Internet Access network. Any unpaid amounts will be deducted from the Security/Damage Deposit if not paid for.

COVENANTS AND CONDITIONS

(4) DEFINITIONS AND INTERPRETATION

In this Agreement:-

- 4.1 **THE LANDLORD** includes its successors and assigns and its appointed agents.
- 4.2 **THE TENANT** means the Tenant only.
- 4.3 **INTEREST** means 16%.
- 4.4 **RIGHT** given to the Landlord to enter the Property extends to anyone the Landlord authorizes in writing to enter, and includes the right to bring workmen and appliances onto the property for the stated purpose.

(5) THE TENANT AGREES WITH THE LANDLORD:-

- 5.1 To pay the Rent promptly at the times and in the manner specified on the date of this Agreement.
- 5.2 To pay Interest on any Rent outstanding for more than seven days after it falls due.
- 5.3 To pay to the Landlord the Security/Deposit on the execution hereof to protect the Landlord against the Tenant's failure to pay the Rent or comply with any of the terms of this Agreement.
- 5.4 To pay the stamp duty charged on the original and counterpart of this agreement (if any).
- 5.5 Not to reduce any payment of Rent by making deductions from it or by setting any sum off against it.
- 5.6 To take good care of the Property and the apartment and the furniture and equipment therein and to keep them all clean and tidy and in good repair and not to do or allow anyone else to do any damage to them and to replace such of the furniture and equipment as may be destroyed,

broken or damaged beyond repair with other articles of equal value but any with such furniture or equipment that is to the Landlord's satisfaction.

- 5.7 To notify the Landlord of any broken glass in the windows of the Property and to pay the cost of such replacement if so required by the Landlord.
- 5.8 To report promptly in writing to the Landlord all defects in the Property, which it is the Landlord's duty to repair.
- 5.9 To allow the Landlord at all reasonable times, to enter the Property to inspect its condition or to carry out repairs, decoration or renovations which the Landlord at its sole discretion, deems appropriate to keep the Property/apartment in good order. The Tenant shall co-operate fully with the Landlord's requirements in this regard.
- 5.10 Upon receiving notice in writing from the Landlord, to allow anyone who reasonably needs access in order to inspect, repair or clean neighbouring property, or any sewers, drains, pipes, wires or cables serving other parts of the Campus.
- 5.11 Not to alter the Property in any way nor add to it (and this includes any wiring or cabling there) nor to allow anyone else to do so, nor to erect any television or radio aerial or satellite dish there.
- 5.12 Not to act in a way, which will, or may, result in the insurance on the Property or the building in which the Property is a part being rendered void or voidable, or in the premium for it being increased, nor to allow anyone else to do so.
- 5.13 To use the Property as a residence only for the named Tenant and no other.
- 5.14 Not to use the Property, or any part of it, nor allow anyone else to do so for activities which are dangerous, offensive, noxious, noisome, illegal, or which are or may become a nuisance or annoyance to the Landlord or to the owner or occupier of any neighbouring property.
- 5.15 To keep the hall, passages and staircase (if any) leading to the Property free from obstruction and in particular not to place any bicycles or other obstruction therein. Bicycles are not permitted inside the building.
- 5.16 Not to keep any pets in the Property.
- 5.17 Not to hang any washing out of the windows of the Property.
- 5.18 Not to allow anything to obstruct the drainage system.
- 5.19 Not to display any notice or advertisement either on the outside of the Property or visible from outside it.
- 5.20 To comply with all regulations made from time to time by the Landlord for regulation of the Campus and in particular to comply with all of the CONDITIONS OF OCCUPANCY AND RESIDENTIAL CHARGES FOR STUDENT RESIDENCES IN NATIONAL COLLEGE OF IRELAND 2009/2010 a copy of which is attached hereto/has been furnished to the Tenant and signed by it. The Tenant is deemed specifically aware of its contents.
- 5.21 To give the Landlord promptly a copy of any notice received concerning the Property.
- 5.22 Not to assign, sublet, share or part with the possession of the whole or any part of the Property whatsoever.
- 5.23 On expiration or earlier termination of the tenancy, to return possession of the Property to the Landlord leaving the Property in good order and repair and clear and free from rubbish having removed all personal belongings there from not later than 12 noon on the day of departure.

- 5.24 To pay all expenses which the Landlord reasonably incurs in:-
 - 5.24.1 the recovery or attempted recovery of arrears of Rent or other sums payable under this Agreement;
 - 5.24.2 procuring that any failure by the Tenant to comply with this Agreement is remedied.
- 5.25 Not to do or omit to do anything to cause any services to the Property to be disconnected.
- 5.26 To be bound by the rules and regulations and in particular all Fire Safety Regulations for the safe and orderly management of the Property and the Campus as may from time to time be made such rules and regulations being at all times available on request from the Accommodation Office.
- 5.27 Not to share possession of the Property or any part thereof with any other person.
- 5.28 To keep all furniture fixtures and fittings in the Property in good and proper repair.
- 5.29 Not to throw or deposit or permit to be thrown, dirt, rubbish, rags or other refuse on the Property or any part of the Campus or in or on any part of the building in which the Property is situate and at all times to make use of a central refuse area provided by the Landlord.
- 5.30 Not under any circumstances to part with the possession of any keys to the Property or apartment or any security card furnished for the purposes of gaining access to the Property or apartment to at third party and to report any loss thereof immediately and to indemnify the Landlord in respect of any replacement costs.
- 5.31 Not to hang or permit to be hung any article in the Property by nails, tacks screws, drawing pins, or by any other method or in the windows or on the doors thereof.
- 5.32 Not to store, keep or permit to be kept in or on the Property or apartment any dangerous combustible or unlawful substance or materials whatsoever.
- 5.33 To do all things and take all reasonable steps to ensure that any of the covenants and conditions herein and contained in the Conditions of Occupancy and any rules and regulations and general safety regulations in relation to the Property within the Campus are complied with and any breach thereof is brought to the immediate attention of the Landlord.

(6) THE LANDLORD AGREES WITH THE TENANT:-

- 6.1 So long as this Agreement continues and the Tenant complies with its terms, to allow the Tenant to occupy the Property and peaceably enjoy same.
- 6.2 On expiry or after termination of this Agreement, to repay the Security Deposit to the Tenant without interest after deducting all sums due to the Landlord under the terms of this Agreement (including the Conditions of Occupancy).
- 6.3 To deduct from the Security / Damage Deposit an insurance premium for insurance policy for the Landlords in respect of the Tenants personal belongings kept in or on the Property or in or on the Campus.

(7) THE PARTIES AGREE:-

- 7.1 Whenever the Tenant:
 - i. is seven days late in paying any Rent, even if it was not formally demanded;
 - ii. has not complied with any obligation in this Lease or in the Conditions of Occupancy or any rules and regulations in place in respect of the College;

- iii. becomes bankrupt or makes any arrangement or composition with his creditors;
- iv. allows the sheriff to seize the Tenant's goods on the Property;
- v. is deemed no longer a student of a certified college or university as per S50 Finance Act 1999.

The Landlord may terminate this tenancy. He must first give the Tenant not less than **14 days** written notice ending on any day. This tenancy shall end on that day but this will not cancel any outstanding obligations, which the Tenant owes the Landlord hereunder.

- 7.2 Any notice required to be given to the Tenant under this Agreement shall be duly served if delivered by hand and left at the Property.
- 7.3 Any notice required be given to the Landlord under this agreement shall be duly served if delivered by hand or sent by registered post addressed to the Landlord at the address given above.
- 7.4 The Guarantor in consideration of the Landlord granting the within Lease, hereby covenants with the Landlord that the Tenant will pay the Rent and all other sums payable hereunder and perform all the covenants and conditions herein contained. The Guarantor will pay and make good to the Landlord on demand all or any losses, damages, costs, expenses or fines incurred by any failure by the Tenant to comply with any obligations in this Agreement (including the Conditions of Occupancy).
- 7.5 The Landlord is operating/managing student accommodation at the National College of Ireland and may from time to time need to re-locate the Tenant in accordance with its management of that accommodation and the Tenants attention is specifically drawn to this. The Landlord shall endeavour to provide reasonable notice of such relocation, which shall at all times be within the Campus.
- 7.6 In the event that the Tenancy herein should continue beyond the Term, it shall be deemed to be a tenancy at will terminable on 7 days prior written notice.

SIGNED by and authorised signatory for and on behalf of

The National College of Ireland

Bertie Kelly
Commercial Manager

SIGNED by the **Tenant**

PLEASE INSERT SIGNATURE (TENANT)

SIGNED by the **Guarantor**

PLEASE INSERT SIGNATURE (GUARANTOR)

**THIS PAGE MUST BE SIGNED AS ACCEPTANCE OF THE
CONDITIONS OF OCCUPANCY**

Section Eight of the Conditions of Occupancy

I confirm that I have read and agree to accept the Conditions of Occupancy in the event that I am allocated a room. I have signed the Letting Agreement in the event that I am allocated a room.

Signed: _____ (Signed by Resident)

Date: _____

NCI Campus Residences
Declaration of permission to contact by Text Message

Residents have chosen Text Messages as their preferred method of communication between the accommodation office and themselves.

From time to time we will contact residents regarding accommodation issues (e.g.: events, reminders etc) – these messages are on average no more than one message per week.

Please sign the below declaration for your mobile number to be included in our recipient list.

This list is not distributed to any 3rd party and is kept strictly confidential.

I, the undersigned, grant permission to the National College of Ireland to contact me by short message service regarding information related to accommodation matters only.

Name (Block Capitals): _____

Date: _____

Signed: _____

Mobile No: _____

RESIDENT USER GROUP POLICY

Introduction:

The College provides network facilities for each room in residence of NCI. While the College recognises that this network connection should be used for personal use, it must also ensure that its use does not contravene with College policy and that all users get fair and equal access to the network.

Scope:

This policy applies to all individuals living in NCI residence. This policy is also only applicable to the individual's actions while on the residence of NCI network.

Policy:

- The resident has sole responsibility for all activities carried out using their network connection. For this reason, sharing of the connection with any other resident or third party is strictly prohibited under the terms of the contract.
- The network may not be used for commercial gain.
- No extensions or modifications to the physical infrastructure of the network may be made without obtaining prior permission from the IT department. This includes, but is not limited to, routers, switches and wireless access points.
- The use of Internet connection sharing or NATing devices is not allowed.
- Users shall not, intentionally or unintentionally, use the network to view, transmit or distribute any material that may be considered offensive. This includes, but is not limited to, sexual, pornographic, racist, sexist, libellous, threatening, defamatory or any other material that may bring the College into disrepute.
- Users shall not display, transmit or reproduce any materials covered under the Copyright And Related Rights Act (2000) without prior consent of the owner.
- Users shall not make any attempts to bypass any filtering or restrictions placed by the IT department.
- The IT department may disconnect any computer that it feels is posing a risk to the availability or security of the network without prior notification to the user.
- The IT Security Officer is authorised to monitor any communication on the network. This includes, but is not limited to, email and web activity.
- No changes will be made to the College infrastructure to facilitate any use or installation of games or other software. This includes, but is not limited to, opening of ports on the firewall.
- The network should not to be considered a secure environment and as such all visitor computers should have anti-virus software and a personal firewall installed. In addition any confidential information should be encrypted before being sent over the network.
- Users are required to have valid licensed versions of the operating system and software they use on their personal computers. Users with pirated or other non-licensed software will be removed from the network until they obtain valid licenses.
- Aside from statutory obligations, the college is not liable for any loss or damage arising from the use of the network.

Compliance

Any resident who does not comply with this policy may face disciplinary measures in accordance with the relevant disciplinary procedure that may include (but are not limited to) withdrawal of service, termination of lease and/or suspension or expulsion from College.

I confirm that I have read, understood and agreed to the acceptable usage policy as outlined above.

Name (please print): _____

Signature: _____

Apartment Number: _____ Room: _____

Date: _____

NCI RESIDENT APPLICATION PROVISION OF INTERNET ACCESS

In advance of completing this form please note the following:

- **Resident must complete and sign the “Residence User Group Policy”**
- **Resident must provide the physical address of the PC/Laptop**
- **Collect Cable from Accommodation Office**
- **All residents must have up-to-date Anti Virus Software installed on their PC\Laptop before an Internet connection will be provided in your room by NCI. This is a mandatory security requirement.**
- **Installing and updating of your anti virus software is not the responsibility of NCI but the pc/laptop owner.**
- **Connections are provided on Tuesday & Thursday evenings only between the hours of 17:00 – 19:00**

Resident Details:

Name _____

Apt No (e.g. Paris 3.6) _____ Room No: _____

Phone Number _____

Physical Address

How to Locate Physical Address

Windows XP / 2000 - Click on the Start Menu. Choose the Run..... Option, and in the box provided type **cmd /k ipconfig /all**. A DOS window will now open providing you with your Physical Address under the heading Ethernet adapter Local area connection.

eg 00-18-8B-0A-B0-8E.

Windows Vista - Click on the Start Menu, In the search bar type **cmd /k ipconfig /all**. A DOS window will now open providing you with your Physical Address under the heading Ethernet adapter Local area connection.

eg 00-18-8B-0A-B0-8E.

Macintosh - Click on the **Apple** Menu and choose **Control Panels**. From there choose the **TCP/IP** option. When the TCP/IP control panel opens, click on the **File Menu** and choose the **Get Info** option. A window will now open showing your network details and your Ethernet Address is under the heading Hardware Address.

PRTB TENANCY REGISTRATION FORM

If you are an international student and do not have a PPSN number, you must still complete this form.

Part 4 - Details of Any Additional Tenants (minors not required)

Please fill in details in the highlighted section only:

23. Name and Contact Details of additional Tenants: (see Notes F, H, I and J)

First name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone (optional):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PPSN:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tenant Signature:

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 Date:

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Registration data collected by the Private Residential Tenancies Board (PRTB) will be used in accordance with the provisions of the Residential Tenancies Act 2004 and any other relevant legislation. The PRTB may contact parties to a tenancy for research purposes and/or use this data for research purposes.