

How to apply for On Campus Accommodation?

The website to book NCI Campus Accommodation is

<https://trustedaccommodation.com/NCI/ApplicationFormWizardStart.aspx?ResidenceID=1>

The following is an overview of the steps to apply for NCI On Campus Accommodation and there is a separate document showing screenshots on how to complete the application process.

When you access the URL listed above you will need to complete all of the following steps to complete your booking and secure your room.

Step 1 Email Validation

Enter your email address and select 'Send Security Code'. You will receive an email with a unique security code within a few minutes

Step 2 Apply for Accommodation

Enter the unique security code and select 'Apply for Accommodation'.

Complete the booking form and make sure you enter the correct nomination code which is **8032-155016**

Step 3 Pay the deposit by credit / debit card

You can only complete your initial accommodation booking by paying the deposit of €400 by credit or debit card. This is the only payment option for paying the deposit.

Step 4 Booking Confirmation to secure your room

Within a few days you will receive an email to confirm your initial booking was successful and it will confirm the payment schedule. To secure your room payments must be made by 17 July and you must pay €3200 for your rent and €280 for your Utilities (Light, Heat, Hot Water & Wifi).

Step 5 Finalise your booking and pay the first payment

You will receive an email to complete your booking on the accommodation website and make your first payments. The email will include a temporary password which you will be forced to change. You need to ensure that you follow the correct protocol listed on the website when changing your password.

After you change your password you can complete your secure your room booking and make your payments.

You have a choice of three payment methods for your first payment which are listed on the next page.

Step 6 Read, Sign and Return Accommodation Documents

As part of your booking you will be asked to read, sign and return some important documents. These documents are required by law and protect both you as the tenant and the landlord. Once you read and sign the documents you can email them to Campus Residences.

Payment Methods for On Campus Accommodation by 17 July 2017

1. Credit or Debit Card is the preferred method of payment. You can pay this on the Accommodation website by selecting 'Financials' from the menu options. Your first payments of €3200 and €280 can be paid together or separately. Please make sure you have sufficient credit limit to pay this. If not, you can request to extend your credit limit with your bank as a 'once off' to make this payment.
2. Pay to Study. This is a very secure way to make payments and you can opt to pay with this method by selecting 'Financials' from the menu options. Once you select this method of payment you will receive an email from Pay to Study which will give you instructions on how to make the payment. You will need to visit your bank to transfer the payment through Pay to Study and you may be asked to pay in US Dollars.
3. Bank Transfer. If you choose this method of payment you must ensure that you allow plenty of time for the payment to reach our bank account by 17 July as it can take up to 5 working days for payments to reach our bank account.

When making your payment please quote your NCI student ID number and your accommodation reference as we need this to allocate the payment to your accommodation account.

BANK NAME:	Allied Irish Bank
ACCOUNT NAME:	National College of Ireland
BANK ACCOUNT NUMBER:	05241938
SORT CODE:	93-33-84
BANK ADDRESS:	Westmoreland Street, Dublin 2
SWIFT CODE:	AIBKIE2D
IBAN:	IE43 AIBK 9333 8405 2419 38

When you pay by bank transfer or Pay to Study you need to email your bank receipt of the payment to campusresidences@ncirl.ie as we need this to trace your payment.

Frequently Asked Questions for On Campus Accommodation

Will there be a full refund for On Campus Accommodation if my visa is refused?

A refund less €150 booking fee will be offered if the room is cancelled up to six weeks before your course start date.

If cancelled after this date, there is also a charge of €160 per week, for the weeks that the room is unoccupied and could not be sold to another student.

Can I request who I will share with On Campus?

International students will share with other International students and rooms are allocated by the accommodation office. If possible they will try to accommodate specific requests for friends who wish to share an apartment.

Are there Terms & Conditions for On Campus Accommodation?

As part of your booking you will have to agree to and sign the 'Conditions of Occupancy' and a 'letting agreement'. Both of these forms are available on the NCI website at www.ncirl.ie/Campus/Student-Accommodation and they must be signed and returned to the Accommodation Office before you move in.

When can I move in On Campus?

The contract for On Campus Accommodation is for 40 weeks and the move in date is from 2 September 2017 to 9 June 2018. If you arrive earlier than the move in date agreed with you, you will have to book and pay for temporary accommodation in Hotel, Hostel or Homestay.

What is included with On Campus Accommodation?

A detailed inventory list of what is included is available on the Accommodation office page at www.ncirl.ie/Campus/Student-Accommodation/What-comes-in-the-apartment