



Student Application Pack 2021 - 2022

Updated: 06/08/2021

Dear Student,

Thank you for your interest in the Menlo Park Apartment Complex for the upcoming academic year 2021-2022. Applications are currently open for **NUI Galway students only**.

The Menlo Park Apartment Complex is a purpose built, NUI registered student residence. It is a non-smoking complex situated in close proximity to the National University of Ireland, Galway (NUIG) and the city centre, making it an ideal location for students to enjoy both the academic and social aspects of Galway City.

The complex consists of 35 two and three bedroom apartments, accommodating 140 students. All apartments share a communal courtyard garden area, with the layout providing for a friendly village atmosphere and offering students the opportunity to meet other student residents. We strive to provide a safe, comfortable home away from home for our students, with well-equipped apartments in a secure residential location, just 15 minutes' walk from the NUIG campus.

With an on-site management office and nightly security patrols, our gated complex provides the highest level of student safety and reassurance. Emergency assistance is available 24 hours.

This Student Application Pack outlines general information about the complex, rates & payment details and includes booking instructions and an application form. Applications are only accepted if received fully complete with all of the required information, including a **fully completed application form with signature, photograph and deposit**. **Incomplete applications will be rejected**. We will endeavor to facilitate sharing/special requests but it is not guaranteed. Advice of position availability will be given only once your application has been processed. If we are unable to offer you accommodation, your booking deposit will be returned to you in full.

Application approval is in no way confirmed until you receive an offer of a position by e-mail.

Viewings are available by appointment throughout August, please email the office in advance to make arrangements: apartments@menloparkhotel.com. If you have any queries or questions that have not been covered in the information that follows, please do not hesitate to contact us by email.

Kind Regards,

Shane Healy
Apartments Manager

Apartment Types:

- 2 bedroom apartments consisting of one double room (majority ensuite) with either a 2nd double room, a twin ensuite room or a single ensuite room, sleeping 2/3 students. All have ground floor access, some with disabled facilities are available.
- 3 bedroom apartments which are accessed via external stairs and walkways. They have one single ensuite room and two twin ensuite rooms, sleeping 5 students. Most of these apartments are duplex two story apartments with the single room and kitchen / lounge area on the 1st floor and the two twin rooms on the 2nd floor.

Room Types:

- **Twin ensuite:** A single bed in a room shared with one other person, in a 2/3 bedroom apartment
- **Single ensuite room:** A single bed in a 3 bedroom apartment
- **Double room:** A double bed in a 2 bedroom apartment
- **Double ensuite room:** A double bed in a 2 bedroom apartment

Please note that you are booking a room type, not an apartment type. We will allocate you to the most suitable apartment available. Please specify your requested room type on the application form in order of preference, only numbering options you will accept if offered. **Cancellation fees will apply if you choose not to accept an offer for a room type you have entered as a preference on the application form.**

Sharing with others:

It is our policy to try and match students of a similar age, college year and faculty together in an apartment. Twin rooms are always same sex sharing, though an apartment will usually be mixed with males and females sharing communal areas. Any special requests or sharing preferences need to be noted on the application form. Whilst we endeavour to do all possible to meet any specific needs or requests you may have regarding sharing; they cannot be guaranteed. If you are under the age of 18 years, by submitting an application, you and your parent(s)/guardian(s)/guarantor acknowledge and accept that you will be sharing accommodation with students over the age of 18.

How to apply:

1. Please submit:
 - a. A fully complete booking form along with a passport size photograph or high-resolution selfie. The form and photo can be submitted by email, post or in person. Application forms submitted by email can be scanned or photographed but must be submitted in jpeg or pdf format, all others formats will be automatically rejected.
 - b. A deposit of €350 (€100 non-refundable booking fee and a €250 refundable security deposit), payable by bank transfer, credit/debit card, cheque or cash. Booking forms without the €350 payment will not be processed.
2. Confirmation of offers will be made by e-mail to the students email address only. This will include a letter of confirmation detailing your next payment amount and due date as well as a Licence to Reside Agreement. ***Please note both Licencee (student) & Guarantor must sign the License to Reside Agreement and we must have received your signed copy prior to you moving in.**
3. Confirm your position with payment of the 1st Semester rent and remaining deposit/fees as per dates below.



Student Fees 2021 – 2022

1. Deposits & Fees:

a. **Booking Fee/Security Deposit - €350** (must accompany booking form)

This payment of €350 is comprised of a €100 non-refundable booking fee and a refundable security deposit of €250. After apartments are vacated at the end of the student year a thorough inspection will be carried out to ensure they are left in the condition in which they were received. Upon satisfaction that apartments are in order, the security deposit will then be refunded to the occupants. Deductions will be made in the event of damage or breakage.

b. **Electricity Deposit - €350** (due with 1st rental payment)

Electricity is metered per apartment, with the cost being divided equally between residents. Statements will be issued to all apartments each time bills are received. Any unused balance at the end of the year will be refunded, or usage over this amount will be payable by the student/guarantor.

c. **Utilities Charge - €300** (due with 1st first rental payment)

The charges covered in this non-refundable fee include waste collection, security, general maintenance, cable TV, TV licence, wi-fi internet access.

2. Accommodation Rates:

Please see the accommodation rates on the following two pages. Please note the first page is for 1st year students only, the second page is for all other years. The different rates are reflective of the different semester starting dates.

2021 – 2022 Updated Application Information – First Years Only

(Please see separate information sheet for all other year)

Check in: from midday Friday 17th September 2021 ♦ **Check out:** no later than midday Friday 13th May 2022

Payment Option 1 - Monthly

Payment Due Date	Twin (ensuite)	Single (ensuite)	Double (ensuite)	Double (non ensuite)
09/09/2021	€895	€980	€1000	€990
20/09/2021	€490	€660	€705	€680
20/10/2021	€490	€660	€705	€680
20/11/2021	€490	€660	€705	€680
20/12/2021	€490	€660	€705	€680
20/01/2022	€490	€660	€705	€680
20/02/2022	€490	€660	€705	€680
20/03/2022	€490	€660	€705	€680
20/04/2022	€490	€660	€705	€680
Total	€4815	€6260	€6640	€6430

Payment Option 2 – Moiety / Lump Sum

Payment Due Date	Twin (ensuite)	Single (ensuite)	Double (ensuite)	Double (non ensuite)
09/09/2021	*€2610	*€3290	*€3468	*€3370
20/01/2022	€2205	€2970	€3172	€3060
Total	€4815	€6260	€6640	€6430

*Your first payment includes an electricity deposit of €350 and a utilities charge of €300 and 2 weeks rent only. Electricity is metered per apartment, with the cost being divided equally between residents. Any unused balance at the end of the year will be refunded or usage over this deposit amount will be payable by the student/guarantor. The utilities charge covered in this non-refundable fee include waste collection, security, general maintenance, cable TV, TV licence, wi-fi internet access.

Payment Options:

- Credit/Debit Card:** You will need to complete a Credit/Debit card form if you want to pay your rent instalments by card. We will keep these details to process your rent on each rent instalment date. You can also pay by card over the phone or in person in the office.
- Cheque:** You will need to provide post-dated cheques for all the rental instalments in advance. The cheques will be banked by Menlo Park Apartments on each rental instalment date. Cheques will need to be made payable to “Menlo Park Apartments”. Please ensure you write your name and apartment number on the back of the cheque.
- Online Banking:** You will need to transfer the rent on or before the rental dates. The bank details you need are as follows: -

Name of Bank:	Bank of Ireland, Mervue Industrial Estate, Monivea Road, Galway
Account Name:	John Francis ref. Menlo Park Apartments
Reference:	(your name)
IBAN:	IE38 BOFI 9038 24160 64260
BIK / Swift Code:	BOFI IE2D

Failure to make payments in full on the dates specified above and in your licence to reside agreement will result in the strict enforcement of our arrears process (as set out in our Terms & Conditions).

2021 – 2022 Updated Application Information - All Years (except 1st)

(Please see separate information sheet for 1st year students)

Check in: from midday Friday 3rd September 2021 ♦ **Check out:** no later than midday Friday 13th May 2022

Payment Option 1 - Monthly

Payment Due Date	Twin (ensuite)	Single (ensuite)	Double (ensuite)	Double (non ensuite)
20/08/2021	*€1140	*€1310	*€1355	*€1330
20/09/2021	€490	€660	€705	€680
20/10/2021	€490	€660	€705	€680
20/11/2021	€490	€660	€705	€680
20/12/2021	€490	€660	€705	€680
20/01/2022	€490	€660	€705	€680
20/02/2022	€490	€660	€705	€680
20/03/2022	€490	€660	€705	€680
20/04/2022	€490	€660	€705	€680
Total	€5060	€6590	€6995	€6770

Payment Option 2 – Moiety / Lump Sum

Payment Due Date	Twin (ensuite)	Single (ensuite)	Double (ensuite)	Double (non ensuite)
20/08/2021	*€2855	*€3620	*€3823	*€3710
20/01/2022	€2205	€2970	€3172	€3060
Total	€5060	€6590	€6995	€6770

*Your first payment includes an electricity deposit of €350 and a utilities charge of €300. Electricity is metered per apartment, with the cost being divided equally between residents. Any unused balance at the end of the year will be refunded or usage over this deposit amount will be payable by the student/guarantor. The utilities charge covered in this non-refundable fee include waste collection, security, general maintenance, cable TV, TV licence, wi-fi internet access.

Payment Options:

- Credit/Debit Card:** You will need to complete a Credit/Debit card form if you want to pay your rent instalments by card. We will keep these details to process your rent on each rent instalment date. You can also pay by card over the phone or in person in the office.
- Cheque:** You will need to provide post-dated cheques for all the rental instalments in advance. The cheques will be banked by Menlo Park Apartments on each rental instalment date. Cheques will need to be made payable to “Menlo Park Apartments”. Please ensure you write your name and apartment number on the back of the cheque.
- Online Banking:** You will need to transfer the rent on or before the rental dates. The bank details you need are as follows: -

Name of Bank:	Bank of Ireland, Mervue Industrial Estate, Monivea Road, Galway
Account Name:	John Francis ref. Menlo Park Apartments
Reference:	(your name)
IBAN:	IE38 BOFI 9038 24160 64260
BIK / Swift Code:	BOFI IE2D

Failure to make payments in full on the dates specified above and in your licence to reside agreement will result in the strict enforcement of our arrears process (as set out in our Terms & Conditions).

Payment Notes & Deadlines:

- A payment of €350 must accompany the booking form to validate your application for accommodation.
- Once we offer you accommodation and in order to confirm same, payment of the first semester rent and remaining deposit/fees must be received by 4pm on the dates above:
 - **First year students:** 4pm on September 9th
 - **All other years (2/3/4/PG):** 4pm on August 20th
- If payment has not been received by the due date your position will be released for re-sale without prior notification and no refunds will be made under any circumstances.
- Reminders will be sent to the licensee prior to the second semester rent payment due date.
- Payments can be made by cheque, euro bank draft, bank transfer, cash or credit/debit card. Cheque and bank draft payments are to be made payable to Menlo Park Apartments. Please allow sufficient time to ensure cheques and bank transfers have cleared before the deadlines.
- The Applicant is responsible for ensuring all monies are received by the dates required, as outlined in this document. Please be aware that applications may be cancelled without prior notification if payments are not received by given deadlines. No late payments are permitted under any circumstances, this includes and is not limited to licensees awaiting grant payments.

Cancellations:

In the event that a student has paid monies and wishes to cancel their accommodation place, the non-refundable booking fee of €100 will be retained and the balance of monies will be refunded, provided cancellation takes place prior to close of business on the deadline dates listed above (For first year students this is 4pm on September 9th and all other years, 4pm on August 20th. There are no refunds after these dates. All cancellations must be notified to the office by email only. Refunds will be issued by cheque in the student's name within 8 weeks of cancellation and cheques that are not cashed within 6 months of issue will not be reissued or altered by the Menlo Park Apartments.

Early Departure:

Accommodation is licensed for the full academic year. Licensees are liable for this period even if they do not stay for all of it. If a licensee ceases occupancy throughout the licence period, all monies paid by the licensee will be retained in full. The licensee will be liable for the full payment up to the cessation of the licence to reside unless the space is filled by another licensee. Please note that when a licensee leaves, management has the right to move another resident into the licensees vacant room. This may include you moving to a different room or apartment within the complex.

Insurance:

The Menlo Park Apartments shall insure the property against loss or damage by fire, lightning, storm, flood, subsidence, riots or civil commotion, malicious damage and accidental damage, and impact from other such other risks (if any) as management, and at management sole discretion, may from time to time consider prudent or desirable including employer's public liability or any liabilities that are resulting from management ownership of the property. Insurance does not include personal belongings. It is recommended to purchase adequate insurance to cover all personal property and contents (e.g. electronic devices, bicycles, etc.) on and within the premises. The licensee shall indemnify management from all claims whatsoever in respect of loss, damage or injury to such property or persons.

Acceptance:

Once a place is offered and accepted then it is confirmed in line with the terms and conditions of the Licence to Reside Agreement, a copy of which will be emailed to you with your deposit receipt.

Eviction:

If a student is evicted, no refunds will be made.

Check In:

Check in is from midday on Friday 17th September (first years) and midday on Friday 3rd September (all other years). Once all relevant information such as payments, deposits, signed Licence Agreements etc. is verified as being present and correct, the student will then be given their key and a student information pack detailing all relevant information while residing in Menlo Park Apartments. Check out is by midday on Friday 13th May 2022.

Bank Details for Transfer Payments

Please forward email notification to apartments@menloparkhotel.com when making a bank transfer.

Name of Bank:	Bank of Ireland
Bank Address:	Mervue Industrial Estate, Monivea Road, Galway
Account Name:	John Francis ref. Menlo Park Apartments
Account Number:	16064260
Sort Code:	90-38-24
IBAN:	IE38 BOFI 9038 24160 64260
Swift Code:	BOFI IE2D

Please remember to reference the student name on the payment so we can trace all transactions.

Attach signed headshot photo here if sending by post or in person.

If applying by email, please send selfie or headshot photo as a high res jpeg attachment.


MENLO PARK
— APARTMENT COMPLEX —

Office Use Only

REF NO:

APT:

RM:

Application Form 2021 – 2021 (V.2)

Please write clearly in BLOCK CAPITALS

First Name: _____ **Surname:** _____

Date of Birth: _____ **Male** **Female**

Nationality: _____ **Have you lived here previously? Y / N**

Home Address (must include eircode): _____

Student Email: _____

Student Mobile: _____ **Year of study:** 1st 2nd 3rd 4th P/Grad

Course being studied: _____

Please indicate your preferred room type in order of preference, starting with 1 being most preferable *

Twin Room (ensuite)	Single Room (ensuite)	Double Room (ensuite)	Double Room (shared bathroom)

*Only number options you will accept if offered as your deposit will be forfeit or your waiting list application revoked if you reject an offer for a room type you have indicated as a preference.

If you have particular people you would like to share with please enter their names below and submit applications together. Room allocation is at the discretion of the Manager and whilst we try to accommodate all requests, they cannot be guaranteed. Both applications must contain the name of the person they wish to share twin room with, if only one application form has a name the request is not deemed valid.

Share Twin Room with (if applicable): _____

Share Apartment with (if applicable): _____

Do you suffer from any relevant medical conditions e.g. Asthma? _____

Guarantor Name & Address: _____

Guarantor Email: _____ **Guarantor Telephone:** _____

Guarantor Signature & Date:	Student Signature & Date:

BY SIGNING, DATING AND SUBMITTING THIS APPLICATION FORM, YOU ARE CONFIRMING YOU ACCEPT THE PAYMENT AND CANCELLATION PROCEDURES ALONG WITH THE DATE DEADLINES AS OUTLINED IN THE APPLICATION PACK