



2024/25 Application Form

Please complete all sections below

PERSONAL DETAILS

Full Name: _____ PPSN: _____

Date of Birth: ____ / ____ / ____
Day Month Year Nationality: _____

Special Needs: Yes No Gender: Male Female Other

Student ID / CAO Number _____

Course Name _____

College Attending _____

Study Year ① ② ③ ④

Attach 1
Passport Size
Photo Here

CONTACT DETAILS

Home Address _____ Home Phone _____

_____ Your Mobile _____ *

_____ Email _____ *

PARENT / GUARDIAN DETAILS

Full Name: _____ Phone Number: _____

BOOKING DETAILS

Booking Period: Sept – Nov Dec – Feb Mar- May

Students with whom you might like to Share: Males Females Mixed Apt.

Student Names: _____

(not guaranteed) _____

Additional Information _____

DEPOSIT RETURN INFORMATION

Please put your Bank Details below in order to have your Deposit returned at the end of your Stay

Bank Sort Code: _____ Bank Account No: _____

IBAN: _____ BIC: _____

ACCEPTANCE

I have read and accept The Grove Code of Conduct & Terms & Conditions, as acceptable terms of residence within The Grove Apartment Complex. I agree to pay all fees as set out at time of offer of accommodation.

Your Signature _____ Date ____ / ____ / ____
Day Month Year

APPLICATION FORM

Please complete this application form FULLY including PPSN & Passport Photographs. Once we receive your application form you will be then sent two emails to complete set up of your online TCAS portal account. You will be required to accept License tenancy agreement on your TCAS online portal account and complete requested to do list online within five days of receiving set up emails. Application form for monthly payment is available on request.

DEPOSIT

A refundable deposit of €200.00 is required with your completed booking form to reserve a place and subsequently to cover any damage, breakages or overrun of services during your stay. Deposit payment is completed on your TCAS account.

TENANCY DURATION

Booking is for the period of three months. Students can select one or more of the following blocks:

- **BLOCK 1** - 1st September 2024 to 30th November 2024
- **BLOCK 2** - 1st December 2024 to 28th February 2025
- **BLOCK 3** - 1st March 2025 to 31st May 2025

Bookings are open to students from ATU Sligo/ ATU St. Angela's College/ SCFE Ballinode and included weekends and holidays of the selected booking period. Students who have booked in for the first block will be given first refusal for blocks 2 and 3. Students will not be requested to move and can simply contact the office to arrange extending their bookings to the subsequent booking blocks.

PAYMENTS

Payments are due to be paid on or before the following dates:

<u>Block 1</u>	Friday 23 th August 2024	€1,775.00 (inclusive non-refundable €425 electricity allowance)
<u>Block 2</u>	Friday 15 th November 2024	€1,575.00
<u>Block 3</u>	Friday 7 th February 2025	€1,440.00

prices are inclusive of all Utility Charges per booking block and a €425 non-refundable electricity allowance added to metre on commencement of Tenancy.

The Payment must be paid in FULL prior to you taking up occupancy. All Above Payments are **due on** or **before** the dates as stipulated. Late Payments or payments outside arranged terms will incur a late payment fee of €50 and may result in the immediate termination of the license agreement. *If you are late with payments, you may not be granted access to your room and your name will be removed from our resident listing.*

CANCELLATION POLICY

In the event of a Resident/Student Cancelling their Accommodation during the Academic Year **NO REFUND** of FEES/SERVICE CHARGES or RENT will take place. In the event of non-payment, any Deposit will be forfeit.

*If the **Applicant** is not successful in the 1st round CAO offers, the **Applicant** must cancel **IN WRITING** no later than 5pm on **Friday 16th August 2024**. A bank fee will be deducted. No refund after this date.*

SERVICE CHARGE PAYMENTS / FAIR USAGE*

Electricity Prepayment: A €425 electricity allowance per student is included in block one payment and is added to the prepay metre on commencement of tenancy. After this time, if required each apartment will be provided with a top-up card which can be used to purchase credit from a local Pay-Point or alternatively provided with details to top up via card online. Fair usage applies to all charges. Management reserves the right to change this policy and or charge for overuse / misuse. **There is no refund of unused credit.**

INSURANCE

Students are required to have insurance on their private possessions and no liability whatsoever will be accepted by management. Insurance Details can be obtained from the Management office or by contacting the Students Union.

CODE OF CONDUCT

On signing your agreement, you agree to abide by the Code of Conduct. These Rules are for your safety as set out and may be subject to change during the academic year. Should you be in breach of the Code of Conduct your parents/guardians will be notified and your tenancy may be terminated.