

Dear

CONFIRMATION OF ROOM ALLOCATION –

I am pleased to confirm that you have been allocated the above room at McMillan Student Village for the academic year **2025/2026**

Included with this letter is your Contract ("The Licence").

By the **15th July 2025** we you need to:

- 1) **Complete, sign and return the online Contract** (a copy will be electronically signed by us and returned to you by email) a

WITHDRAWING

If you no longer wish to proceed with your application, please notify Jennifer **via email** (**j.asare@trinitylaban.ac.uk**) immediately. Please note that we will retain your full £250.00 deposit to cover administrative costs incurred.

Once you have returned your Student Occupancy Agreement, there is a fourteen-day "cooling off" period from the date of signature when you still have the right to change your mind and withdraw your reservation. This withdrawal should be submitted in writing and received by us no later than 14 days after the date you have signed the Student Occupancy Agreement. **Please note that we will retain your full £250.00 deposit to cover administrative costs incurred.**

COOLING OFF PERIOD

If you decide to cancel your reservation after this fourteen-day "cooling off" period has expired, or after you have already moved into the accommodation, you will be responsible for the payment of your accommodation fees until you have found a suitable replacement. **It is your responsibility to find a replacement.** If a replacement is found, any outstanding accommodation fees will be returned to you. There is a £50 administration charge for processing a change of occupancy.

PAYMENT OF ACCOMMODATION FEES / METHOD OF PAYMENT

An invoice for your accommodation fees will be sent to you once we receive your completed and signed contract. You must pay the accommodation fee amount in full prior to arrival or set up an instalment plan paying in three instalments. If you chose to pay by instalments then the first instalment of accommodation fees must be paid before you move in. The exception to this is if you are waiting for your student loan, then we need to see proof that you have applied and the fund are coming after you enrol.

We must have evidence of your loan or cleared funds before you can move in.

Please note that your rent is due from the date stated on your "License to Occupy", regardless as to whether you arrive on this date.

The following methods of payment are acceptable:

PAYMENT IN FULL

Online at www.trinitylaban.ac.uk/students-staff/online-payments

To pay an invoice through the portal, you will need:

- Student/Customer ID. This can be found on the invoice (you cannot pay until you have an invoice)
- Invoice number
- Your credit/debit card details

PAYMENT BY 3 INSTALMENTS

Online at www.trinitylaban.ac.uk/student-staff/online-payments.

And select recurring card payments. The payments should be paid no later than the following dates:

- First payment to be made on or prior to 16th August 2025
- Second payment to be made on 7th January 2026
- Third payment to be made on 22nd April 2026

To pay an invoice through the portal, you will need:

- Student/Customer ID. This can be found on the invoice (you cannot pay until you have an invoice)
- Invoice number
- Your credit/debit card details

DEPOSIT

The deposit will be returned within 4 weeks of the termination of your “License” after deductions are made for any damages, missing furniture or fittings or for any additional cleaning, required as reported to Trinity Laban Conservatoire of Music & Dance by McMillan Student Village.

MOVING IN

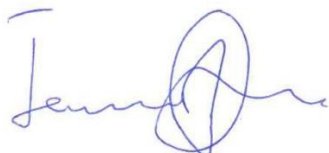
Before you can move into your room you must either make a payment (the full fee or a first payment of a Trinity Laban instalment plan), or demonstrate that you will be able to pay later (i.e. proof of Student Finance or other information where requested).

You will be allowed to move into your accommodation on the 6th and 7th of September 2025 between 8:00am and 8:00pm. Please contact the Accommodation Team as soon as possible if you are unable to move in during these times.

You should be aware that there is very limited parking around McMillan Student Village. You are asked to drop off your luggage at McMillan Student Village and find parking elsewhere on your move in date.

A member of staff will be at McMillan Student Village when you move in and can help you with any queries you may have. However, if these queries are relating to payment, please contact the Accommodation Team in advance.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'James Asare', with a stylized flourish at the end.

Telephone: +44 (0) 20 8305 9342
Email: j.asare@trinitylaban.ac.uk

LICENSE TO OCCUPY (the License)

This document sets out your rights and responsibilities and you should read all of these before accepting the contract. The terms of this Licence must be read alongside the University's other policies and regulations. By entering into this contract, you agree to be bound by those rules and regulations.

We feel that this firm approach is only right to ensure that all of our residents in McMillan Student Village can live happily in their accommodation. All other students living in your residence (where applicable) have the same rights and responsibilities as you.

For the purpose of this document the following terms mean:

"The License"	this "License to Occupy"
"The Licensors"	Trinity Laban Conservatoire of Music and Dance
"The Licensee"	
"The Residence"	McMillan Student Village, Creek Road, Deptford, London, SE8 3BU (operated by Campus Living Villages)
"The Room"	Cluster or any other room(s) of a reasonably similar nature that The Licensors may, in its reasonable discretion, allocate to You in accordance with the terms of this License within The Residence.
"The Common Areas"	any area of The Residence designated by The Residence Manager as being for the common use of the occupants.
"The Contents"	any items provided for your use in The Room or The Common Areas.
"The Period"	44 weeks (6th September 2025 to 11th July 2026)
"The Fee"	£ payable in full or in 3 instalments as provided in this License. If you are paying by instalments and miss a payment, we reserve the right to start an eviction process and the cost of this will be added to your outstanding debt, along with any monies due until a replacement can be found for your room.
"The Guarantor"	A guarantor is someone who agrees to pay your rent if you do not pay it, for example a parent or close relative.
"Deposit"	£250.00 paid when applying for a room and retained by Trinity Laban will be returned to you less any deductions for repairs, cleaning etc., no later than 4 weeks after you vacate your room, subject to you providing us with your bank details.
"The Residence Handbook"	any handbook issued by The Licensors or Campus Living Villages from time to time to occupants of The Residence upon and following signature of The License, setting out the service levels and guidance for occupation.

“The Residence Manager” the person nominated from time to time by The Licensor and appointed by Campus Living Villages having management responsibility for The Residence

“Campus Living Villages” Campus Living Villages on behalf of The Licensor allows You to use The Room, The Common Areas and The Contents subject to your observance and performance of the terms of this License, but not otherwise. Campus Living Villages has appointed The Residence Manager to be the manager of The Room and The Common Areas and The Contents and with The Residence Manager retains control of The Room.

License to Occupy (“The License”)

1. The License is personal to You. On the date that You accept The License agreement, you enter into a legally binding contract with us which, for The Period of residence, and subject to the terms of The License, gives you the right to occupy The Room and to use the The Common Areas of The Residence.
2. The Room may only be used for study and residential purposes. The Room may not be shared, assigned, sublicensed or used by any other person. No profession, trade or business may be conducted from it, nor may it be used for any purpose, which is illegal, immoral or otherwise objectionable to The Licensor including for the avoidance of doubt the use, sale or keeping of classified drugs or any other use, which contravenes The License and/or The Residence Handbook.

3. When You sign The License agreement you commit to the payment of The Fee from the beginning of The Period to the end of The Period even though you may have graduated before the summer vacation and do not intend to return the following year. Your rights under The License shall cease at the end of The Period. You must vacate The Room by 10am on the last day of The Period 11th July 2026
4. If someone other than You pays all or part of the Fee to us directly, we will consider this as payment from You. Payment by someone else will not diminish or otherwise affect your responsibilities under The License or give rise to any tenancy or other rights benefiting that third party.
5. The Fee is payable by You for The Period and can be paid in one lump sum prior to the first day of The Period.

Alternatively, You must pay three instalments as follows:

- First payment to be made on or prior to 16th August 2025
- Second payment to be made on 7th January 2026
- Third payment to be made on 22nd April 2026

Before you can move into your room you must either make a payment (the full fee or a first payment of a Trinity Laban instalment plan) or demonstrate that you will be able to pay later (i.e. proof of Student Finance or other information where requested).

Please note that payment by installment is only available if set up online at <https://payments.trinitylaban.ac.uk/invoice/>. Should any instalment of The Fee not be paid by the due payment dates then all remaining instalments of The Fee for the rest of The Period shall automatically become due. If you have any issues with meeting an installment please contact us.

If after signing The License You fail to take up The Room at the beginning of The Period or if You leave during The Period You will nevertheless remain liable for The Fee for the whole Period unless otherwise agreed by The Licensor.

Until You are able to find someone else approved by The Licensor as a suitable person to take and pay for The Room, your License will continue, and You will remain liable under it. As soon as a new occupant is found and commences to pay a Fee, your License will be terminated and You will be credited with any part of The Fee paid by the replacement occupant less any associated costs incurred by The Licensor. There is a £50 admin charge for processing a change of occupancy.

6. You will be provided with an inventory of the fixtures, fittings and furnishings for The Room and The Common Areas by The Residence at the commencement of The Period. You should check the inventory on arrival and report any damage or deficiency to The Residence Manager within 24 hours of taking occupation. The Licensor will assume that the inventory is correct; that everything is in good order and that The Contents are complete and undamaged if You have not responded within 24 hours.
7. You shall observe all rules and regulations, including those set out in The Residence Handbook operating within The Residence, which are expressly incorporated as if they were fully set out in this License.

- 8.1. The Licensor is authorised to ensure that You comply at all times with the terms and conditions of this License and You shall co-operate fully with them to ensure such compliance. To enable The Licensor to verify that You are in compliance and without limitation, You will afford The Licensor and/or The Residence Manager access to The Residence, The Common Areas and The Room for such purposes (as detailed in section 8.3.).
- 8.2. In order to exercise management and control and to identify and procure the rectification of any defects in The Residence, The Common Areas and The Room; Campus Living Villages, The Licensor and The Residence Manager reserve the right on reasonable prior notice (as detailed in section 8.3.) (a) to enter The Residence, The Common Areas and The Room for the purpose of inspecting the same, (b) carry out or procure the carrying out of rectification of any such defects and (c), if reasonably required, to move You to a different room of a reasonably similar nature.
- 8.3. By signing The License, You agree to give access to The Room/The Common Areas on the following basis:

Purpose of entry	Minimum Notice which must be given to You
In an emergency or for urgent repairs	Without notice
To carry out repairs and maintenance which You have requested	With reasonable prior notice
To carry out general cleaning of The Common Areas and The Residence	With reasonable prior notice
To carry out general repairs and maintenance	24 hours
To inspect The Room/The Common Areas	24 hours
To show The Room/The Common Areas to prospective residents	48 hours
If The Licensor, The Residence Manager, The Residence or Campus Living Villages has reason to believe that You have abandoned The Room	With reasonable prior notice
If The Licensor, The Residence Manager, The Residence or Campus Living Villages suspects that a person other than You is residing in The Room or The Common Areas	With reasonable prior notice
If The Licensor, The Residence Manager, The Residence or Campus Living Villages suspects that, You or a person in The Room/The Common Areas breaches that amount to serious misconduct.	With reasonable prior notice

9. You may not cause, or allow to be caused, any damage to The Room, The Common Areas, The Residence or The Contents. You must take reasonable care of The Room, The Common Areas and The Contents and You are responsible for ensuring that your visitors do so also. Save for fair wear and tear, You will be responsible for the cost of repairing any damage caused by You or your visitors.

10. You must not remove The Contents or any of them from The Room or The Residence, nor may You authorise or permit anyone else to do so.

11. You may not invite the public (generally, or any specific section) to come to The Residence, nor may You use The Room for any purpose that attracts or is likely to attract casual callers.

12. You are responsible for the behavior of your guests in The Room, The Common Areas, The Residence and the local neighbourhood surrounding the McMillan Student Village. You must ensure that they do not break the terms of this License. If they do, You may be held responsible for any damage, undue wear and tear, or disturbance caused.

No animals, (excluding guide dogs) including reptiles, fish, birds or insects are to be brought into The Room or The Residence.

13. You must not use or allow The Room or Common Areas to be used in any way that, in the reasonable opinion of The Licensor and/or The Residence Manager causes or is likely to cause annoyance or inconvenience to any other person. You agree to have and to show respect for other persons living and/or working in The Residence at all times including (but not limited to): -

13.1. **Not doing anything which causes or is likely to cause any nuisance, injury, distress or annoyance to your neighbours, including when leaving or coming back to The Residence;**

13.2. **Not doing anything which interferes with the peace, comfort, or convenience of other students and people living in The Residence, and the locality of The Residence (including but not limited to) drunken behaviour and foul abusive and/or racist language;**

- 13.3. Keeping noise or lighting at a level that does not interfere with the study, sleep or comfort of others at all times. This includes any noise or lighting from any radios, televisions, video recorders, music centres, personal computers, mobile phones, musical instruments or other equipment must not cause annoyance or inconvenience to any other person;
Respecting the prohibited playing of musical instruments between the hours of 21:00 and 09:00;
- 13.4. Not generating any smells, which cause annoyance or inconvenience to other occupants of The Residence or adjoining premises. Residence or adjoining premises. The Residence is a non-smoking Halls of Residence except in the designated smoking areas provided in the Village's courtyard.
- 13.5. **Not harassing or threatening to harass (including harassment on grounds of age, gender, sexual orientation, religion, belief, race, culture, disability or lifestyle), using violence or threatening to use violence, or verbally assaulting any person;**
- 13.6. Not displaying any material visible in or from any part of any of The Common Areas or from outside The Residence, which, in the reasonable opinion of The Licensor and/or The Residence Manager, causes, or is likely to cause, offence to any person or is otherwise considered unsuitable or objectionable.
14. 14. Residence Manager, causes, or is likely to cause, offence to any person or is otherwise considered unsuitable or objectionable.
15. You may not bring any items or materials into The Residence: -
- 15.1. Which are explosive or highly flammable
- 15.2. Which, in the reasonable opinion of The Residence Manager are dangerous, or, the use or possession of which is forbidden here under or by any relevant law or regulation.
16. You must comply with The Licensor's and/or The Residence Manager's security, fire, health and safety regulations which The Residence Manager shall make reasonably available for inspection and with any other measures or precautions implemented and notified to You by The Residence Manager for the purposes of promoting health and safety. In particular You must not do, or allow to be done, anything which, in the reasonable opinion of The Licensor and/or The Residence Manager would or might invalidate or cause any increase in the premium payable in respect of any policy of insurance maintained by The Licensor and/or Campus Living Villages in respect of The Residence, The Contents or any person occupying visiting or using them.
17. You must notify The Residence Manager immediately of any fire or accident resulting in injury to a person or damage to The Room, The Residence or The Contents, or of any suspicious circumstance which may affect the security of The Residence and/or its occupants.
18. You may not make any alterations to The Room or The Residence or The Contents or interfere with, add to or overload any electrical installations, pipes, taps or other apparatus for heating and water supply.
19. Any defects in The Room, The Common Areas and/or The Residence must be reported immediately to The Residence Manager and in accordance with The Residence Handbook.

20. The Residence Manager will arrange for cleaning as set out in The Residence Handbook but You will be charged for any extra cleaning over and above that which might be expected to be necessary from the proper use of The Room and/or The Common Areas as permitted by this License.
21. If You lose any keys to The Room or The Residence, You must notify The Residence Manager immediately. Under no circumstances may You duplicate keys and/or security passes or give out keys and/or security passes to others. You will be required to meet the cost of replacing any keys and/or security passes issued to You which are lost or which are not returned when You cease to use The Room.
22. You must remove all your possessions from The Room and Common Areas at the end of The License and leave The Contents in their original positions. The Room, Common Areas and Contents shall be left clean and in good repair.
23. Any additional sums due, as notified to the Licensor by The Residence Manager/Campus Living Villages will be added to your fee account. You will be informed in writing of any such sums by the Licensor and payment will be due on notification. These sums may include:
 - 23.1. Sums due on account of any damage to The Room, The Common Areas, The Residence and/or The Contents for which You are responsible under this License;
 - 23.2. Any extra cleaning costs due under paragraph 20 of this License;
 - 23.3. The replacement of any keys or security passes that are lost or not returned when The License ends;
 - 23.4. In the case of damage or loss to items within The Common Areas or the fabric of the structure thereof The Residence Manager will take all reasonable steps to identify and charge The Licensee responsible. If the person responsible cannot be identified with reasonable certainty then You in common with all other Licensees enjoying access to The Common Areas will be charged pro rata for the cost of rectification.
24. In certain circumstances, The Licensor shall be entitled to treat this as having been disregarded by You. If The Licensor elects to accept such disregard by You of this License, this License will forthwith terminate and You shall immediately vacate The Room and The Residence. These circumstances are: -
 - 24.1. If You fail to pay any instalment of The Fee when due or any other sum due from You to The Licensor under this License when demanded by The Licensor.
 - 24.2. If You, or any guest you are responsible for, misuse, damage or tamper with any item relating to fire prevention, safety or security, or in any way jeopardize the safety and security of others.
 - 24.3. If You, or any guest you are responsible for, willfully damage any part of The Room, The Common Areas, The Residence or The Contents or if You act in such a way in The Residence as to endanger the wellbeing of other residents and the good order of The Residence;
 - 24.4. If You cease to be a full-time student of a higher or further education institution except where that occurs as a result of your graduation from or the completion by You of the course of study that You were pursuing in which case this License will continue in the usual way to the end of The Period.

- 24.5. If You, or any guest you are responsible for, bring illegal drugs on to, or use illegal drugs in any part of The Residence;
- 24.6. If You permit others to occupy The Residence without the permission of The Licensor and/or The Residence Manager.
- 24.7. If You display such conduct in The Residence or its grounds as, in the opinion of The Licensor and/or The Residence Manager, renders You unfit to be in residence, including but not limited to conduct which endangers the wellbeing of other residents. The Licensor will, if necessary, instigate Court proceedings to procure that The Room is vacated. In certain circumstances, failure to comply with obligations set out in this License may also result in disciplinary proceedings being instigated by The Licensor.
25. If The Licensor elects to accept the disregard of The License by You: -
- 25.1. It will give You written notice of its decision by leaving it in The Room or affixing it to the door of The Room.
- 25.2. This License will thereupon terminate and You shall vacate The Room and The Residence immediately.
- 25.4. Any property left by You in The Room or The Residence may be removed by The Licensor and/or The Residence Manager and disposed of. The Licensor reserves the right to pass on to You the reasonable cost of such disposal.
- .
26. Termination of this License through your default does not cancel any outstanding obligations, which You may owe to The Licensor, and You will still be liable to compensate The Licensor in respect of any period between termination of this License and the end of any period in which The Room remains unoccupied and unpaid for by another paying licensee.
27. If The Room is not ready for occupation at the start of The Period Campus Living Villages on behalf of The Licensor shall provide suitable alternative accommodation for You at Campus Living Villages' expense until The Room becomes ready for occupation by You and You shall continue to pay The Fee and other monies due under this License and so far as applicable the terms of this License shall apply to your occupation of the alternative accommodation.
28. Neither Campus Living Villages, The Residence Manager nor The Licensor accepts responsibility for your property left on any part of The Residence.
29. Where You do not occupy a room as a student or You cease to be a full time student and therefore are liable for Council Tax, You will be solely and personally responsible for the payment of any Council Tax liability chargeable in respect of your occupation of The Room and you will compensate The Licensor in respect of any liability it suffers as a result of any non-payment of Council Tax. At present there is an agreement in place with the London Borough of Greenwich that ex-students remaining on a temporary basis will not be liable for Council Tax.

TO BE COMPELETED BY YOUR GUARANTOR

A GUARANTOR IS REQUIRED FROM ALL LICENSEES

To: Trinity Laban Conservatoire of Music and Dance

RoomMcMillan Student Village

Guarantor for..... (the Licensee)

I/We _____ (the Guarantor)

Relationship to Licensee_____

Address of Guarantor_____

Guarantor's E-mail Address: _____

Guarantor's Telephone Number: _____

I agree to act as the Guarantor of Student _____ (the Licensee) in consideration of you granting a License to the Licensee to occupy premises at the McMillan Student Village, Creek Road, Deptford, London SE8 3BU, unconditionally guarantee the payment of rents for the above mentioned Licensee that are in arrears and to make good and remedy all losses, costs, expenses, damages and claims suffered or incurred by the Licensor as a result of any breach by the Licensee of the terms and conditions upon which the License to occupy is granted. The payments should be paid no later than the following dates:

- First payment to be made on or prior to 16th August 2025
- Second payment to be made on 7th January 2026
- Third payment to be made on 22nd April 2026

Signed (Guarantor) _____

Print Name _____

Date _____

TO BE COMPELETED BY A WITNESS

In the presence of Witness (the Witness should be unrelated to Licensee and Guarantor):

Witness Signature _____

Witness Name _____

Witness Address _____

In signing you attest to the guarantor being the signatory of the above section.

DATA PROTECTION ACT 2018

The information contained in this form will be used by Trinity Laban for the purposes of processing your application for accommodation in the McMillan Student Village. The information will form the basis of your License to Occupy record held by Trinity Laban Conservatoire of Music & Dance. The Institution's Data Protection Policy applies to this form, full details can be found by visiting our website – www.trinitylaban.ac.uk

I understand and accept the terms and conditions stated above.

TO BE SIGNED BY THE LICENSEE (YOU - THE STUDENT):

Signature: _____

Date: _____

TO BE SIGNED FOR AND ON BEHALF OF THE LICENSOR (TRINITY LABAN):

Signature: _____

Date: _____

DATA PROTECTION ACT 2018

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