This booklet deals with accommodation for students who will be studying at the Edinburgh Campus. Please note that you can only live in the halls in Edinburgh if your course is based on the Edinburgh Campus.

If your course is based at the Scottish Borders Campus please email: bordershalls@hw.ac.uk

If you are not sure where your course is based contact the admissions office: ugadmissions@hw.ac.uk

For the Orkney Campus, please contact them directly on 01856-850605.

Contact details and address for correspondence

Accommodation Office
Heriot-Watt University
Edinburgh
EH14 4AS

t: +44 (0) 131 451 3385
e: halls@hw.ac.uk
w: www.hw.ac.uk/accommodation

Office Hours:
10.00am – 4.00pm Monday to Friday

Residence Life 04 – 05
Brand New High Quality Accommodation 06 – 07
Types of Accommodation 08 – 11
FAQs 12 – 13
How to Apply 14 – 15
How to Pay 16 – 17
Useful Contacts 18 – 19
You've applied for your course and got your offer. Now you need to think about where you will live. Living on our beautiful campus, you'll meet others from all over the world that share your interests, discover new sports and activities, and make lifelong friends. And we'll support you all the way, through a range of services and facilities that will ensure that you can make the best of your time as a student.

You'll find a really friendly, welcoming community on campus; there's live in support in your hall through the wardens as well as 24 hour security. It's easy to get to know people and it's all very convenient; all our excellent facilities are within walking distance, including Oriam, Scotland’s Sports Performance Centre (www.oriamscotland.com). There's also the Students’ Union, the Chaplaincy, a Health Service and Dentist as well as cafés, lots of catering outlets and a shop. When you live on campus there are no monthly electricity bills or travel expenses to worry about and you are only minutes from your lectures!

Will I get a room on campus?
The University guarantees to offer all new full time students (undergraduate and postgraduate) a room in student accommodation in their first year, provided they meet the criteria set out below and apply by the deadline.

Demand is usually very strong and we therefore work with partners in the city - the offer you receive may be for on campus or off campus.

You are covered by the guarantee if you are:

- A new full time student, including Edinburgh residents
- A direct entrant to year 2, 3 or 4
- A student transferring from Dubai or Malaysia Campuses
- And you have an unconditional firm offer of a place at the University and apply for accommodation online by 1200 GMT on 21 August 2018.

Please be aware that this guarantee is based on the assumption that the number of applications remains relatively consistent from year to year – please see the disclaimer on the back page.

One semester Exchange students are not guaranteed accommodation but can apply online. We reserve around 70 rooms on campus per semester for one semester students.
There is more information online about the different room types, including virtual tours and room layouts; these will help you decide on your preference for your type of accommodation but remember this is a preference – we can’t guarantee that you will get it. Further information can be found on our webpages: www.hw.ac.uk/uk/edinburgh/accommodation.htm

We recognise how important good quality student accommodation is. In 2016 we added to our on campus stock and opened more contemporary student accommodation. These rooms in Anna Mcleod, Mary Fergusson and Muriel Spark Halls along, with our existing hall, Christina Miller, mean that around a third of our accommodation is state of the art with large rooms, larger beds and modern and contemporary living spaces. We are proud that our new halls will give you some of the largest living spaces you will find in any student accommodation.

In addition to the rooms, all new halls have communal lounges with WiFi. These are light, modern and airy, providing you with a fantastic space to relax, study or socialise in.
New Halls
Built less than five years ago these new, state of the art facilities have larger rooms, a three quarter sized bed, with lots more communal space as well as first class design and furniture. The buildings have been designed around a traditional ‘university quad’ courtyard plan, surrounding an outdoor social space. All rooms are self-catering and have their own private bathroom.

There are three different types of accommodation in the new halls:

New Halls

Standard Room
Each en suite bedroom is 15 square metres – a lot larger than in other halls you may have seen – with a large bed, fantastic storage and a well-designed study area. You will also have your own private bathroom and shower. The kitchen is double sized and shared either between 10 or 12 students but does not have a living area.

These rooms are in Christina Miller.
Contracts are 40 weeks.
The cost per week is £160.00.

Room in a Flat
Each en suite bedroom is 15 square metres with a large bed, fantastic storage and a well-designed study area. You will also have your own private bathroom and shower. The shared kitchen and dining areas are shared between 5 and are extremely spacious and furnished with modern, fashionable furniture. These rooms benefit from significantly more kitchen/living space per student than the standard rooms.

These rooms are in Anna MacLeod, Mary Fergusson, Muriel Spark and Christina Miller.
Contracts are 40 or 51 weeks.
The cost per week is £169.00.

Studios
There are also a small number of modern, bright studios available to rent giving you a completely private space. The studios all have a private kitchen, private bathroom, living space and bedroom. They vary in size but are 24 square metres minimum and are priced individually according to size. Studio flats are usually only available for postgraduate students.

Contracts are for 51 weeks.
Studio flats are individually priced according to size. Please see our website for more details.
Accommodation for one semester

En suite rooms with no kitchen access

These rooms are reserved for one semester students only and are around 11 square metres in size, including the private bathroom. There are also a few large rooms available that are around 13 to 14 square metres and come with a double bed but all rooms are for single occupancy.

There is small shared pantry in the hall with a fridge, kettle and microwave where hot drinks and some snacks can be prepared. Please note that students are not allowed to cook in the pantry or their rooms and kettles, personal fridges and other cooking appliances are not permitted. Catering is available at the adjacent Student Union or other catering outlets on campus.

These rooms are in Leonard Horner, Block A.

Contracts are 15 weeks in semester 1 and 23 weeks in semester 2.

The cost per week is £112.00.

What's included in the rent?

The rent includes fast internet connection (100Mbps as standard), WiFi, heating and power. Bedding packs are not included but can be pre ordered when you complete your online application. Personal effects insurance for a maximum of £5,000 is included. Please note you may need to take out extra insurance to cover an expensive item or to cover your laptop on other parts of the campus.

Couples and family accommodation

We don't have suitable accommodation on campus for couples or families but we can advise you how to find a suitable flat. Please contact The Accommodation office for advice. We advise you to travel to Edinburgh on your own first before making arrangements for your family to join you.

Self-Catered Rooms with own bathroom

Self-Catered non en suite

Self-catered rooms with a shared bathroom (non en suite). The bedrooms are smaller, at around 9 square metres in size. Each room has a wash-hand basin. The bedrooms are grouped around kitchens for the use of 4 or 5 students. Bathroom areas are shared between 5.

These rooms are in Leonard Horner, Blocks B, C and D.

Contracts are for 40 or 51 weeks.

The cost per week is £136.00.

Other types of accommodation

Self-Catered Rooms with own bathroom (en suite)

The rooms are around 12 square metres, including the private bathroom.

Bedrooms are grouped around kitchens for the use of 4 or 5 students.

These rooms are in Robert Bryson, George Burnett, Robin Smith, Lord Home and Lord Thomson.

Each hall has communal lounge with WiFi.

Contracts are for 40 or 51 weeks.

The cost per week is £112.00.
How long is the accommodation contract for?
The accommodation contract is a legally binding contract for the duration of the contract period – see pages 8-11 for contract lengths for each accommodation type. When you accept your contract online you are accepting that you are liable for the rent for the duration of the contract and that you will abide by the terms and conditions.

Who should I contact about my disability or extra support needs?
If you have a disability please contact the Disability Advisor to discuss your needs and the ways in which the University can support you – see contacts for details. A number of rooms on campus have been purpose built and are fully accessible.

What facilities are there in halls?
Each hall has a communal lounge with WiFi to socialise or study in. Internet provider TV is available in your room and the communal areas. If you plan to use this you will need your own individual TV licence. [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)
The kitchen and dining areas are furnished but no cooking utensils, crockery or cutlery are provided.

Who will I share with?
We group students by age, level of study (Undergraduate or Postgraduate) and level of entry (e.g. if you are entering in year 3). We have some female and male only shared kitchens – if you would like to be considered for these then please state this on your application. Otherwise kitchens and flats are mixed gender, usually three males and two females per 5 bedroom flat.

Can I share with a friend from home?
It is difficult to arrange this since your friend may get their offer of a University place at a different time. The campus is small and you will not be far away!
To be covered by the guarantee you must apply between 8th April 2018 and 21st August 2018 at 1200 GMT. Applications can be made after this but you will not be covered by the guarantee (see page 5); we will do our best to offer you accommodation but we can’t guarantee it after this date.

Are you sitting Highers or A levels?
As soon as you get a Unconditional Firm offer you should log on and apply online. Since A level results are released around a week after the Scottish Highers we have processes in place to support A level students so that you are not at a disadvantage in getting your first preference.

Your login
Your login is your UCAS Personal ID number (a 10 digit number) for undergraduates or your application number for postgraduates. You also need to put in your date of birth in the format dd-mm-yyyy, e.g. 15-06-1985 or 01-11-1990, or you can click on the calendar icon.

Who can apply online?
You can only apply if you have an Unconditional Firm (UF) offer. The system will not accept your application if you have a conditional offer. Keep in touch with the Admissions Office (or if you are a Postgraduate, your School) if you think your status should have been changed to UF.

What happens after I apply?
You will receive an email confirming that we have received your application.

What if I don’t receive email confirmation?
Please contact us on halls@hw.ac.uk to let us know.

How long will it take for me to receive an offer of accommodation?
We will process your application as soon as we can and we aim to email you an offer within 10 working days of your application so keep checking your email. If you are an A level student we aim to email your contract at least 7 days before the start date of the contract.

What do I do when I receive an offer?
You can accept or decline your offer online. Follow the instructions in your offer email. If you do not go online to accept within 7 days, the offer and contract will not be valid. We can only make one offer of accommodation.
Do I have to pay my Reservation Fee before I arrive?
Yes, there is a £300 Reservation Fee, which should be paid within 7 days of the offer. Your contract may be cancelled without this payment.

How do I pay my Reservation Fee?
You will be sent a web link in the email with your contract or you can check the University web pages. Always select the Applicant Option, on the first page of the payment site, not the student or parent one. As long as you pay within 7 days your offer is valid. If you can't pay online, you can contact the Student Service Centre on 00 44 (0) 131 451 3000.

You must accept your offer of accommodation online before paying the Reservation Fee. Payment of the Reservation Fee alone does not secure your offer.

If your circumstances change and you will no longer be taking up your place at University please remember to let the Accommodation Office know so we can cancel your contract, otherwise you will lose your Reservation Fee and may be charged for the rent on the room.

How long do I get to pay my Reservation Fee?
If a Reservation Fee is not received within 7 days of the offer of accommodation made to you by email, your offer may be cancelled. We do not notify students when this action is taken. It is your responsibility to contact the office to let us know if you are having problems paying your Reservation Fee.

What if I want to cancel my contract before I arrive?
It is your responsibility to inform the Accommodation Office if you no longer want your room on campus. Please email us to advise us as soon as you can.

Will my Reservation Fee be refunded?
Your Reservation Fee will be deducted from your accommodation invoice once you have arrived. If you no longer require the room and you cancel before the start date your Reservation Fee will be refunded. If you fail to arrive your reservation fee will not be refunded. If you withdraw on or after the start date of the contract, your contract can only be cancelled if we are able to find another student to take your room. In which case the Reservation Fee will be refunded less a £75 administration charge and any outstanding charges for rent and/or damage to the property.

Payment options
Once you have enrolled, which you complete in Welcome Week, you will receive an invoice for your accommodation. You can either settle each semester in full by credit card, cash or debit card or you can set up a payment plan called recurring card by going online. Please note that your reservation fee will be deducted from the total amount before the monthly instalments are calculated: www.hw.ac.uk/payments. This will allow you to split the cost over 8 payments if you have a 40 week contract or 10 payments if you have a 51 week contract. You must set up a recurring card plan by 14 October 2018.

Further info
Please check our website for further information, floor plans, frequently asked questions and arrival times.

Arrivals will take place over the weekend of 1st and 2nd September 2018. Once you have applied you will be sent an offer of accommodation telling you the hall you have been allocated. Please check our website for the arrival date and time for your hall.
Accommodation Services
0131 451 3385 or halls@hw.ac.uk

Main University Reception
0131 451 3501 or frontdesk@hw.ac.uk

Student Service Centre (payment queries)
0131 451 3000 or studentcentre@hw.ac.uk

Admissions Office
0131 451 3376 or ugadmissions@hw.ac.uk

International Advisors’ Office
0131 451 3376 or isao@hw.ac.uk

Student Union
0131 451 4499 or info@hwunion.com

Disability Services
0131 451 4594 / 0131 451 3509
or disability@hw.ac.uk

University Health Service
Medical Centre 0131 451 3010
Dental Practice 0131 451 3080
Disclaimer

Whilst every effort has been made to ensure that the information in this booklet is correct, facilities and other arrangements for the allocation of accommodation to students described here are subject to change. The University accordingly reserves the right, without notice, to modify as seems appropriate, those arrangements.

The University also gives notice that it will not accept liability for any loss or injury sustained by a student whether in connection with his/her studies or not and would suggest that all students seek advice on the adequacy of their insurance cover.