University Locks Room Offer acceptance process 2022-23

BIRMINGHAM CITY
University
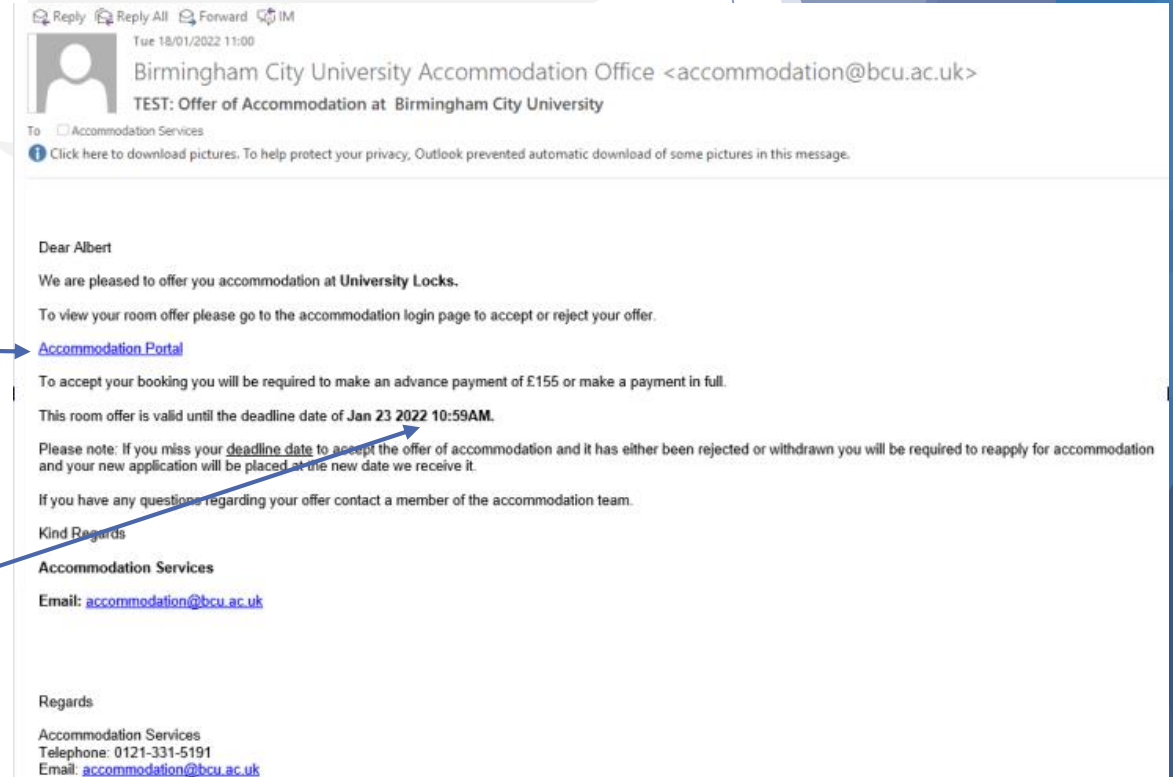
1. Room Offer Email

- You will receive a room offer email with the link to login to the Accommodation Portal (please also check junk/spam mail).

- Click on the link to access the portal.

- The email also includes your room offer deadline date you need to accept by.
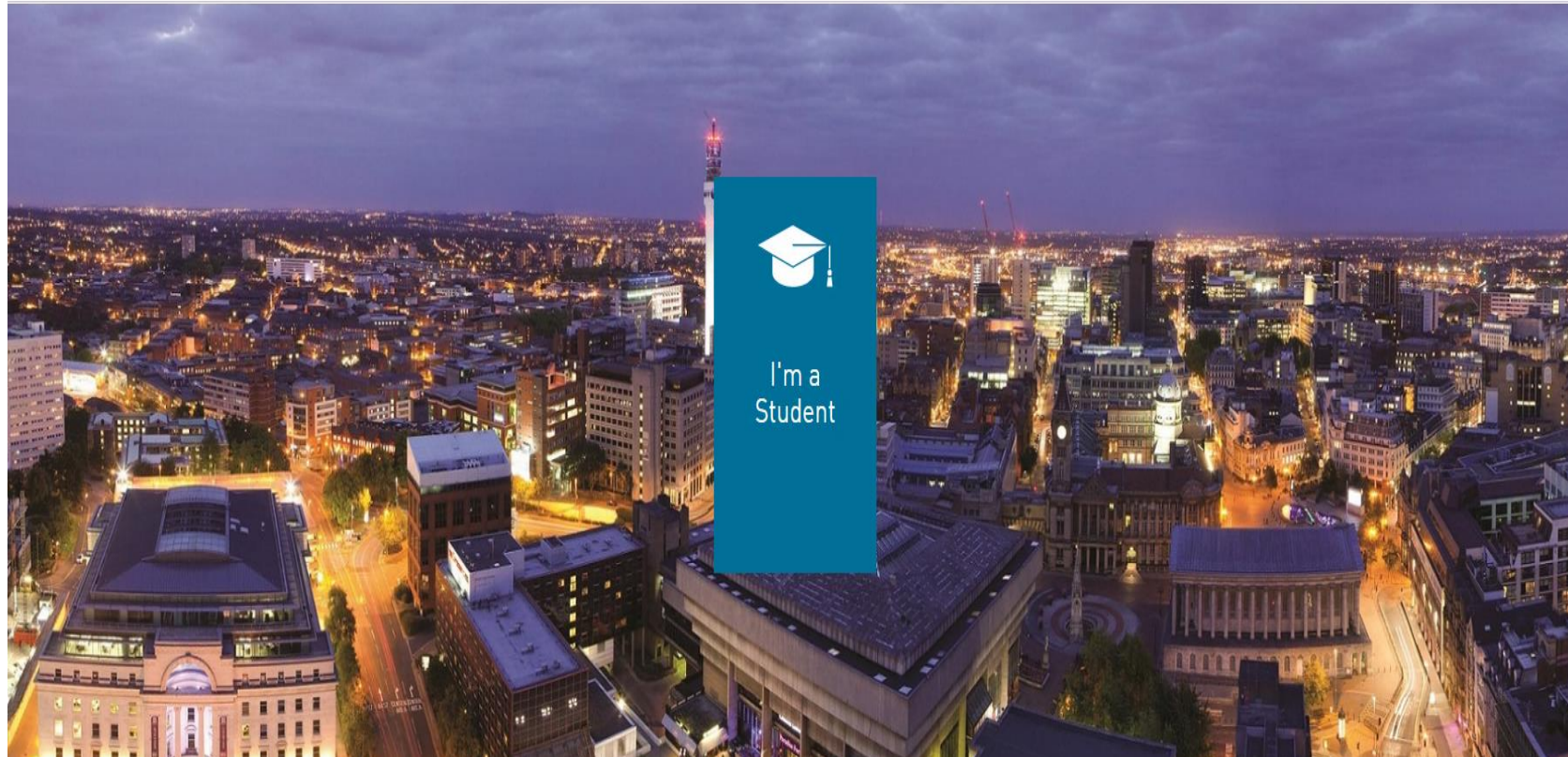
2. Login to portal

Select 'Log in'

3. Enter login details

BIRMINGHAM CITY
University

Login

New User?
Create an account.

Register

Already Registered?

Your email: 159806@outlook.com

Your password: •••••••••

Forgotten your password?

Login

Enter login email and password

4. View the Room Offer

BIRMINGHAM CITY University

Welcome Firstname 159806Lastname

Apply	View	Pay	Help
Tell us where you want to live	Monitor your progress	Check out your online statement	Contact us for help
>>	>>	>>	>>

Select 'View' tile

5. View room details

![Birmingham City University logo]

Your Applications and Bookings

We are waiting for you to accept your booking for the 2022-2023 session. This offer expires on 23/01/2022.

| 2022-2023 | 2021-2022 |

Room Offer 78771 / University Locks / University Locks Block A Floor 00 Flat 01 Room 01 / 10/09/2022 – 17/06/2023

Submitted ✓
Thanks for submitting your application.

Verified ✓
Your application has been verified.

Allocated ✓
We have found your ideal room.

Accept ◯
Please accept or reject your room offer.

Induction ✕
You will need to complete our online induction.

Check In ✕
You will be able to choose your date and time of arrival.

Arrival ✕
You will collect your keys and move into your new home.

Departure ✕
You are due to leave on Departing 17/06/2023

Click on 'Accept' to view your offer

6. View your room offer

BIRMINGHAM CITY University

| 1 Offer | 2 Key Facts | 3 Terms & Conditions | 4 Payment Arrangements | 5 Finish |

Summary

Booking Reference: 78771
Offer made on: 18/01/2022
Offer expires on: 23/01/2022
Hall: University Locks
Address: 50 Curzon Street, Birmingham, B4 7XJ
Room number: University Locks Block A Floor 00 Flat 01 Room 01
Room type: En-Suite Room
Licence: 40 Weeks (UK)
Dates: 10/09/2022 - 17/06/2023
Price: £6,200.00

Next

Select 'Next' to continue

7. The Key Facts

BIRMINGHAM CITY
University

① Offer ② Key Facts ③ Terms & Conditions ④ Payment Arrangements ⑤ Finish

Please read the following before continuing

You have been allocated a room at **University Locks**, which is managed by Birmingham City University.

You are entering into a legally binding contract, the terms and conditions are available on the next page. You must accept all these terms and conditions before selecting your payment plan.

The contract is not formed until you have completed the whole process and you may cancel the process before you confirm your payment plan.

In order to accept this offer, you are required to either pay **£155 advance payment** or **pay in full**. It is essential that you accept before your offer **deadline date** otherwise, your offer may be withdrawn.

If you wish to reject this offer you can select this option on the next page.

You can contact the Accommodation Office via email accommodation@bcu.ac.uk or telephone 0121 331 5191.

Cancel   Back   Next

Select Next to continue

8. Accept terms and conditions

BIRMINGHAM CITY University

| ① Offer | ② Key Facts | ③ Terms & Conditions | ④ Payment Arrangements | ⑤ Finish |

The terms and conditions of your booking

Below are the terms and conditions of your offer.

2022/23 Contract Summary
2022/23 Finance Information
2022/23 Licence Agreement
2022/23 Terms and Conditions

Read all terms and conditions before accepting the offer

Electronic Signature

☑

By ticking this box and clicking 'Accept and Sign', you either:

Tick the box to 'Accept and Sign'

University Locks

Agree to sign this contract using an electronic signature and agree to our terms and conditions. You confirm that you are Mr Albert Addo and you are logged into this page using albert@. We will send you a copy of these terms and conditions by email, and we will store a secure and non-editable copy of them. You can access these documents at any time by logging into this portal and retrieving your contract details from your dashboard. The documents we send and store include a summary of your contract which confirms the date and time you have accepted this offer.

OR

University Partner Accommodation (Beech Gardens, Bentley House, Jennens Court, Lakeside, Queens Hospital Close, Staniforth House, The Heights and The Old Fire Station)

Agree and accept this room offer however, you will still need to complete the required process with the partner provider. You confirm that you are Mr Albert Addo and you are logged into this page using albert@.

| Cancel | Back | Reject | ACCEPT & SIGN |

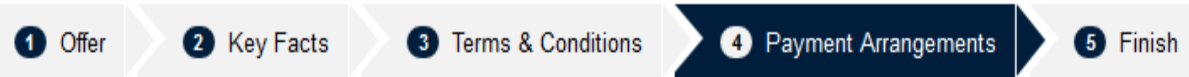Select 'Accept & Sign' to continue

9. Select payment option

BIRMINGHAM CITY University

1 Offer **2** Key Facts **3** Terms & Conditions **4** Payment Arrangements **5** Finish

Payment plan options

+ 3 Instalment Payment Plan

+ Full Payment by Card

Select the preferred payment plan

Cancel   Back   Next

Select 'Next' to continue

10. View payment due now

Select 'Next' to continue

11. Payment section

12. Enter Payment Details

Select 'Continue'

13. Review and Confirm payment

14. Confirmation of payment

Select 'Continue'

15. Awaiting final processing by BCU

BIRMINGHAM CITY University

Your Applications and Bookings

2022-2023 | 2021-2022

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Submitted ✓
Thanks for submitting your application.

Verified ✓
Your application has been verified.

Allocated ✓
We have found your ideal room.

Incomplete ○
Your offer is awaiting final processing.

Induction ✕
You will need to complete our online induction.

Check In ✕
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Arrival ✕
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Departure ✕
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16. Your offer is now accepted!

Your Applications and Bookings

You have an active booking for which you need to complete your induction.

2022-2023 **2021-2022**

Room Offer 78771 / University Locks / University Locks Block A Floor 00 Flat 01 Room 01 / 10/09/2022 – 17/06/2023

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We have found your ideal room.

Accepted ✓
You have accepted your room offer.

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What next!

- You will receive an email two - four weeks prior to your arrival with access to your online welcome/induction and booking slot arrival details.

- Please ensure you upload a **photograph** of yourself in the accommodation portal (this is located in your account drop down menu) at the top of the page.

- If you have any questions please contact a member of the accommodation team on;

  accommodation@bcu.ac.uk

- If you would like to join the Facebook Group for University Locks please click on the link below.

  University Locks