

# How to accept your BCU NOMS Application.



Congratulations on getting to study at Birmingham City University.

We're sure you're a little nervous about the next steps in confirming your student accommodation so this guide will take you through the different steps to confirming your room with Host.

# Step 1.

We will receive your application from BCU.

We will then begin processing your application through our online booking system.

Once we've created an online account for you, our team will email direct to you a link to the Host online booking portal.



#### Step 2.

Click on the link in the email, it will take you to our booking portal where you will activate your account. To activate your account you must first click the Reset Password link.

A new window will open for you to enter and confirm your email address. You will then receive a fresh link to your email to create a new password.

Once this process is complete your account is active and you can log in to your account.

E Book a Room		
Book you	room	
Already have an account? Please to password below.	n with your email and	
Reset password	Login	
$\smile$		



You can always access the booking portal by selecting My Account on the Host homepage (host-students.com).



#### Step 3.

Once you have logged in, click Application at the top of the page and you will be able to view the details of your application.

Don't worry it won't take long as we've uploaded most of your details from the information you supplied to the university.

To complete the process we need you to check your details are correct and add in any missing information.

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Current Address	

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**Application Choice** 

43 weeks 2021-2022

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ect a term below to start or continue with your application or head to Book a Room to beg



### Step 4.

With all your details confirmed the next step of the process is for you to select your Payment Plan, as a UK student you will have three Payment Plan options:

- Full year payment
- Instalment plan\*
- Monthly plan\*\*

When you have selected your preferred payment plan you will need to read through and sign the Terms and Conditions.

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	Terms & Conditions - Queens Hospital Close Please select your payment plan: (Please Select Rote)		
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\* Only available with someone you know personally, living and working in the UK, acting as the Guarantor. \*\* Only available via a third-party guarantor scheme such as Housing Hand.



#### Step 5.

With your payment plan selected and terms and conditions agreed and signed. The next step is to make your Advanced Rental Payment.

We don't take a deposit to secure your room instead we ask you to make an advanced payment that is deducted from your overall rental payment for the year.

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As you have indicate 1. Choose a third- 2. Complete the re 3. Provide your Hos You can view the opti	d that you wish to pay by monthly instalment party guarantor service provider, acessary documentation with the third-party is booston with the approved certificate numb ons at the top of the guarantor form.	you will need to choose from a guarantar service. You will need to follow the below steps: service provider and gain approval. ser.

If you selected to pay your rent monthly or in instalments you will be asked to complete a form with the details of your nominated Guarantor.



#### Step 6.

When you have completed all the above steps you will be taken to a confirmation page.

Your application will now be reviewed by one of our team and will show as **Incomplete** under application status.



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#### Host.

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#### **Application Status**

Your application has been completed! Your chosen hall will be in touch if there is any further information required from you

Your application is for a room in Host at Queens Hospital Close. Host gives no guarantee on the room type, location within Host, or the profile of fellow residents. Host's decisi booking because you would have preferred a different room, the relevant cancellation charge will still apply.

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Please visit our website www.host-students.com to view our cancellation policy



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Once our team have reviewed your application, the advanced payment is made and the guarantor documents received (where required), the booking will switch to **Reserved** under your application status.



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#### Step 7.

Once every step is completed you will see a new tab on the menu called Confirmation you will also receive a link to this page via email. The confirmation page details all your tenancy agreement including your payment dates.

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#### 0 Host. **Booking Confirmed!** Congratulations! Your booking is now confirmed. To view your full confirmation, please select your booking from the list below. Be sure to check all of the details on the next binding contract between you and the landiord. If there's anything that doesn't look right, please contact queens@host-students.com Remember, the standard terms and conditions of residence made available to you during the booking process also form part of your contract. Queens Hospital Close 43 weeks 21-22 Check in: 10/09/2021 Check Out: 05/03/2022 Room Type: Classic Ensuite Show Confirmation acBook Ai

Book a Boom Online Check-in HOST STUDENT HOUSING MANAGEMENT LIMITED HOST STUDENT HOUSING MANAGEMENT (UK) LIMITED CONFIRMATION OF BOOKING Congratulations! Your booking is now confirmed. Please check all of the details below carefully, as these form the basis of a legally binding contract between you and the la contact queens@host-students.com. Remember, the standard terms and conditions of residence made available to you during the booking process will form part of your DETAILS OF THE APPLICANT Nome: John Smith Current address: 17 Queen Street, . Birmingham, United Kingdom, QH5 1QH. Email address: Johnsmith2021@gmail.com institution of study: Eirmingham City University DETAILS OF THE ASSURED SHORTHOLD TENANCY Landlord Menaging Agent: (company number ) of 9 Bonhill Street, London, EC2A 4DJ (email queensphost-students.com). This is the address at which notices (including notices in p Tenont. Building: Queens Hospital Close, Both Row, Birmingham, B15 INH. Room Type: Clossic Ensuite

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Host. Where students are at home.

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# **Congratulations!**

Your application is complete and we can't wait to welcome you to Queen's Hospital Close this September.

We'll be in touch closer to moving in with all the details but, in the meantime if you need anything, please feel free to contact us at:

queens@host-students.com 0121 633 3316

Follow our socials:



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