

STANDARD SELF-CATERING ACCOMMODATION **Oak House**

Oak House – Fallowfield Campus, 293 Wilmslow Road, Fallowfield, Manchester, M14 6HD.

Telephone: +44 (0) 161 306 9900 Fax: +44 (0) 161 306 6136

Email: centraladmin.fallowfield@manchester.ac.uk

Website: <http://www.accommodation.manchester.ac.uk/search/details/?property=43>

Oak House is situated on the popular Fallowfield Campus. It is surrounded by restaurants, pubs, bars, cafes and shops (including a large Sainsbury's) which cater specifically for students. There is a large bus stop directly outside the Campus where you will find buses running to the main University Campus and City Centre every few minutes or alternatively you can take the approximate 30 minute walk to your academic building. The Armitage Sports Centre is also located within the Campus grounds and offers a wide range of sports to participate in.

Oak House offer same-gender flats each containing 8 study bedrooms. Each flat has its own fully fitted kitchen, toilets and showers shared between its residents (ratio 1:4). There are NO car parking facilities on site for summer guests. Bed linen is provided but you will need to bring/purchase your own towels and other toiletries.

Before you arrive:

- Take out personal insurance, to insure items that would be expensive to replace if lost/stolen (laptop/computer, mobile phone, camera, etc.). Details for the insurance company that specialises in student coverage can be found here: <http://www.accommodation.manchester.ac.uk/current-students/managingyourfinances>. ULC recommends that you obtain personal insurance before travelling.
- Book your accommodation (do not travel to the UK without booking accommodation).
- **Confirm your time of arrival directly to the halls of residence:**
centraladmin.fallowfield@manchester.ac.uk
- The hall cannot guarantee to admit you on arrival if you have not informed them of your arrival time. **DO NOT email ULC with your time of arrival.**
- If your arrival date is different from the booking start date on your accommodation booking confirmation, contact the hall directly to ask if a room is available for you. If a room is not available you will need to arrange your own accommodation until you can move into the hall of residence.

What to bring with you:

- Personal insurance details
- Online Accommodation Booking Confirmation
- Unconditional offer letter for ULC course
- Soap, towels, coat/clothes hangers
- Electric plug adapter (to convert devices from your home country to UK sockets)
- Any 'special' kitchen utensils (**only basic kitchen equipment is provided**).

On Arrival:

- **Please note that the main reception for the Fallowfield Campus is located at the main entrance at Owens Park.**
Please report to the Reception on arrival.
- **Online Booking Confirmation detailing your accommodation booking MUST be shown before room keys can be given.**
- You will be given your room key, a swipe card & instructions on how to find your room. The room key and swipe card are your responsibility and must not be given to anybody else. Loss of these must be reported immediately.
Always lock your room when you go out, even for a short time.
- Don't forget to telephone home to inform your family that you have arrived safely.

The Halls: Services Facilities)

- Hall Reception: situated at the main entrance of the Fallowfield Campus and is open 24 hours.
- Hall Administration Office situated in the reception building located at the main site entrance and is open 0900hrs -1700hrs, Mon to Fri.
- Keys: Once you receive your keys on arrival they then become **your** responsibility. Please do not give your keys to anyone else. Keep them with you at all times, even if you are in the lounge of your flat. Our staff will lock all rooms they find open. In the event of keys being lost, damaged or not returned on departure the following costs will be charged (an invoice will be sent to you for lost or keys not returned):
Room keys £30.00 / post box keys £10 / block door key £10.00
- A Bedding Pack is provided and includes a duvet, a duvet cover, a pillow, a pillowcase and a sheet.
- A 30 piece Kitchen Pack is provided.
- Students wash their own bedding during the period of stay. Towels are not provided.
- Cleaning - Kitchens, bathrooms, corridors are cleaned twice per week. All other cleaning to be done by residents. **Residents are responsible for washing of own pots/pans/cutlery etc. and leaving kitchen/bathroom areas clean for all other residents.**
- Report immediately to the Reception any loss, breakage, damage or failure of facilities and services.

- The Launderette is located Squirrels and has card operated washing machines and tumble dryers. Details of laundry charges are displayed. Pre-paid cards are available from the vending machine at Reception or you can top up your card using paypal
- Hall tutors (pastoral care) is available outside of office hours seven days a week for **URGENT EMERGENCIES only**.

Safety and Security:

- Insurance: You are strongly advised to take out personal insurance before leaving your own country. Please see 'before you arrive' section above for further details.
- **BANK ACCOUNTS**
Residing in the UK 6 months or more: Students studying on a course more than 6 months in the UK will be able to open a bank account in the UK. ULC recommends that students open a bank account for the safe keeping of money. Information on how to open a bank account in the UK will be given to students during the welfare presentation on the first day.
Residing in the UK less than 6 months: Unfortunately it is not possible to open a bank account in the UK if students are studying less than 6 months. Therefore ULC recommends students who are studying less than 6 months to bring to the UK either a cash card / credit card from their own country which can be used at a UK bank or sterling travellers cheques which can be exchanged in the UK.
We strongly advise that you do not travel to the UK with large amounts of cash.
- Windows and Doors: Window stays are fitted on all windows – do not remove them. Always keep your room locked even when you are not there, even for a short time.
- Workmen: Are normally accompanied by a member of staff and carry ID. If you are at all worried, or see somebody acting suspiciously, inform Security on telephone number 0800 838 907 or 0161 306 9966.
- First Aid: Contact security – 0800 838 907.
- Illness: If you fall ill during the night, contact hall tutors on 07974 254094 (Chestnut, Holly & Maple) or 07974 254051 (Beech & Sycamore) or security 0800 838 907.
- Fire: READ THE DISPLAYED INSTRUCTIONS. If you do not understand ask at reception! Fire alarms are tested every week – Oak House alarms are tested every Wednesday AM.



