

PAYMENT INSTALMENT AGREEMENT (For Accommodation and Catering Fees) 2023/2024

Instalment payment dates

First instalment: 3rd October 2023

Second instalment: 8th January 2024

Third instalment: 8th April 2024

***Adventure Education and QTS Secondary PE's second and third instalments – Dates to be confirmed**

*** Institute of Education second and third instalments – Dates to be confirmed**

BISHOP OTTER CAMPUS

Hall Name	Licence period	Weekly rate	Total Amount	1st Instalment (40%) Due 03/10/23	2nd Instalment (40%) Due 08/01/24	3rd Instalment (20%) Due 08/04/24
Amberley	39	£173.67	£6,773.13	£2,709.25	£2,709.25	£1,354.63
Arundel	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Ashling 1 - 2	39	£193.34	£7,540.26	£3,016.10	£3,016.10	£1,508.05
Chilgrove	39	£173.67	£6,773.13	£2,709.25	£2,709.25	£1,354.63
Duncton	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Hammond 1 - 2	39	£177.10	£6,906.90	£2,762.76	£2,762.76	£1,381.38
Harting	39	£173.67	£6,773.13	£2,709.25	£2,709.25	£1,354.63
Havenstoke Close	39	£135.52	£5,285.28	£2,114.11	£2,114.11	£1,057.06
Ifold	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Loxwood 1 - 4	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Midhurst	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Petworth	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Pinewood	39	£117.95	£4,600.05	£1,840.02	£1,840.02	£920.01
Springfield 1 - 4	39	£177.10	£6,906.90	£2,762.76	£2,762.76	£1,381.38
Springfield 5 - 6	39	£193.34	£7,540.26	£3,016.10	£3,016.10	£1,508.05

BOGNOR REGIS CAMPUS

Hall Name	Licence period	Weekly rate	Total Amount	1st Instalment (40%) Due 03/10/23	2nd Instalment (40%) Due 08/01/24	3rd Instalment (20%) Due 08/04/24
Barbara Smith	39	£200.62	£7,824.18	£3,129.67	£3,129.67	£1,564.84
Barbara Smith	40	£200.62	£8,024.80	£3,209.92	£3,209.92	£1,604.96
Longbrook	39	£177.10	£6,906.90	£2,762.76	£2,762.76	£1,381.38
Longbrook	40	£177.10	£7,084.00	£2,833.60	£2,833.60	£1,416.80
Longbrook (Large)	39	£192.22	£7,496.58	£2,998.63	£2,998.63	£1,499.32
Charlotte House	40	£177.10	£7,084.00	£2,833.60	£2,833.60	£1,416.80

UNIVERSITY MANAGED PROPERTIES

Hall Name	Licence period	Weekly rate	Total Amount	1st Instalment (40%) Due 03/10/23	2nd Instalment (40%) Due 08/01/24	3rd Instalment (20%) Due 08/04/24
Fishbourne	39	£166.04	£6,475.56	£2,590.22	£2,590.22	£1,295.11
Fishbourne	40	£166.04	£6,641.60	£2,656.64	£2,656.64	£1,328.32
Stockbridge	39	£166.04	£6,475.56	£2,590.22	£2,590.22	£1,295.11
Stockbridge	40	£166.04	£6,641.60	£2,656.64	£2,656.64	£1,328.32
Westgate Halls	39	£162.05	£6,319.95	£2,527.98	£2,527.98	£1,263.99
19 Millfield Close, Chichester	50	£159.25	£7,962.50	£3,185.00	£3,185.00	£1,592.50
47 Spitalfield Lane, Chichester	50	£159.25	£7,962.50	£3,185.00	£3,185.00	£1,592.50
37 Lewis Road, Chichester	50	£154.14	£7,707.00	£3,082.80	£3,082.80	£1,541.40
Prince of Wales, Bognor (single ensuite)	50	£169.68	£8,484.00	£3,393.60	£3,393.60	£1,696.80
Prince of Wales, Bognor (studio - single occupancy)	50	£190.96	£9,548.00	£3,819.20	£3,819.20	£1,909.60
Prince of Wales, Bognor (studio - dual occupancy)	50	£265.16	£13,258.00	£5,303.20	£5,303.20	£2,651.60
Villa Maria, Bognor (single ensuite)	50	£159.25	£7,962.50	£3,185.00	£3,185.00	£1,592.50
Villa Maria, Bognor (studio - single occupancy)	50	£190.96	£9,548.00	£3,819.20	£3,819.20	£1,909.60
Villa Maria, Bognor (studio - dual occupancy)	50	£265.16	£13,258.00	£5,303.20	£5,303.20	£2,651.60

CONTRACT DATES 2023/24

Contract Dates 2023/24		
1st Years	Arrival date	Departure date
39 weeks – campus accommodation	24/09/2023	23/06/2024
40 Weeks – Bognor campus	24/09/2023	30/06/2024
39 Weeks – Stockbridge and Fishbourne Block A	23/09/2023	22/06/2024
39 Weeks Fishbourne Block B	24/09/2023	23/06/2024
39 Weeks – Westgate	24/09/2023	23/06/2024
40 Weeks – Stockbridge and Fishbourne Block A	23/09/2023	29/06/2024
40 Weeks Fishbourne Block B	24/09/2023	30/06/2024

Damages will be billed as they occur and must be paid for within 28 days.

Heating is provided in Amberley, Chilgrove, Harting halls, the Barbara Smith Halls, and Longbrook House using pre-paid meter cards which are available from the Accommodation Office free of charge.

The instalments due do not represent a payment for an individual semester/term. The total amount due for accommodation is divided into three instalments: 40% for the first instalment, 40% for the second instalment and 20% for the third instalment to coincide with the student loans company maintenance loan payment dates, for ease of student budgeting purposes only.

Any student wishing to arrive early will be sent an additional invoice for the period up until the instalment agreement commences. This invoice will need to be paid before arrival in order that access to the room can be authorised.