PAYMENT INSTALMENT AGREEMENT (For Accommodation and Catering Fees) 2024/2025

**Instalment payment dates**

First instalment: 1st October 2024

Second instalment: 6th January 2025

Third instalment: 28th April 2025

**\*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**

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| --- | --- | --- | --- | --- | --- | --- |
| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st Instalment (40%) Due 01/10/24** | **2nd Instalment (40%) Due 06/01/25** | **3rd Instalment (20%) Due 28/04/25** |
| Amberley | 39 | £184.10 | £7,179.90 | £2,871.96 | £2,871.96 | £1,435.98 |
| Arundel | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Ashling 1 - 2 | 39 | £204.96 | £7,993.44 | £3,197.38 | £3,197.38 | £1,598.68 |
| Chilgrove | 39 | £184.10 | £7,179.90 | £2,871.96 | £2,871.96 | £1,435.98 |
| Duncton | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Hammond 1 - 2 | 39 | £187.74 | £7,321.86 | £2,928.74 | £2,928.74 | £1,464.38 |
| Harting | 39 | £184.10 | £7,179.90 | £2,871.96 | £2,871.96 | £1,435.98 |
| Havenstoke Close | 39 | £143.71 | £5,604.69 | £2,241.88 | £2,241.88 | £1,120.93 |
| Ifold | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Loxwood 1 - 4 | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Midhurst | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Petworth | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Pinewood | 39 | £125.09 | £4,878.51 | £1,951.40 | £1,951.40 | £975.71 |
| Springfield 1 - 4 | 39 | £187.74 | £7,321.86 | £2,928.74 | £2,928.74 | £1,464.38 |
| Springfield 5 - 6 | 39 | £204.96 | £7,993.44 | £3,197.38 | £3,197.38 | £1,598.68 |

**BOGNOR REGIS CAMPUS**

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| --- | --- | --- | --- | --- | --- | --- |
| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st**  **Instalment (40%) Due 01/10/24** | **2nd Instalment (40%) Due 06/01/25** | **3rd Instalment (20%) Due 28/04/25** |
| Barbara Smith | 39 | £212.66 | £8,293.74 | £3,317.50 | £3,317.50 | £1,658.74 |
| Barbara Smith | 40 | £212.66 | £8,506.40 | £3,402.56 | £3,402.56 | £1,701.28 |
| Longbrook | 39 | £187.74 | £7,321.86 | £2,928.74 | £2,928.74 | £1,464.38 |
| Longbrook | 40 | £187.74 | £7,509.60 | £3,003.84 | £3,003.84 | £1,501.92 |
| Charlotte House | 40 | £187.74 | £7,509.60 | £3,003.84 | £3,003.84 | £1,501.92 |
| Longbrook (large) | 39 | £203.77 | £7,947.03 | £3,178.81 | £3,178.81 | £1,589.41 |

**UNIVERSITY MANAGED PROPERTIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st**  **Instalment (40%) Due 01/10/24** | **2nd Instalment (40%) Due 06/01/25** | **3rd Instalment (20%) Due 28/04/25** |
| Stockbridge | 39 | £176.05 | £6,865.95 | £2,746.38 | £2,746.38 | £1,373.19 |
| Stockbridge | 40 | £176.05 | £7,042.00 | £2,816.80 | £2,816.80 | £1,408.40 |
| Fishbourne | 39 | £176.05 | £6,865.95 | £2,746.38 | £2,746.38 | £1,373.19 |
| Fishbourne | 40 | £176.05 | £7,042.00 | £2,816.80 | £2,816.80 | £1,408.40 |
| Westgate Halls | 39 | £171.78 | £6,699.42 | £2,679.77 | £2,679.77 | £1,339.88 |
| 19 Millfield Close, Chichester | 50 | £168.84 | £8,442.00 | £3,376.80 | £3,376.80 | £1,688.40 |
| 47 Spitalfield Lane, Chichester | 50 | £168.84 | £8,442.00 | £3,376.80 | £3,376.80 | £1,688.40 |
| 37 Lewis Road, Chichester | 50 | £163.45 | £8,172.50 | £3,269.00 | £3,269.00 | £1,634.50 |
| Garth House, Bognor (single ensuite) | 50 | £179.90 | £8,995.00 | £3,598.00 | £3,598.00 | £1,799.00 |
| Garth House, Bognor (studio - single occupancy) | 50 | £202.44 | £10,122.00 | £4,048.80 | £4,048.80 | £2,024.40 |
| Garth House, Bognor (studio - dual occupancy) | 50 | £281.12 | £14,056.00 | £5,622.40 | £5,622.40 | £2,811.20 |
| Prince of Wales, Bognor (single ensuite) | 50 | £179.90 | £8,995.00 | £3,598.00 | £3,598.00 | £1,799.00 |
| Prince of Wales, Bognor (studio - single occupancy) | 50 | £202.44 | £10,122.00 | £4,048.80 | £4,048.80 | £2,024.40 |
| Prince of Wales, Bognor (studio - dual occupancy) | 50 | £281.12 | £14,056.00 | £5,622.40 | £5,622.40 | £2,811.20 |
| Villa Maria, Bognor (single ensuite) | 50 | £168.84 | £8,442.00 | £3,376.80 | £3,376.80 | £1,688.40 |
| Villa Maria, Bognor (studio - single occupancy) | 50 | £202.44 | £10,122.00 | £4,048.80 | £4,048.80 | £2,024.40 |
| Villa Maria, Bognor (studio - dual occupancy) | 50 | £281.12 | £14,056.00 | £5,622.40 | £5,622.40 | £2,811.20 |

**CONTRACT DATES 2024/25**

|  |  |  |
| --- | --- | --- |
| **Contract Dates 2024/25** |  |  |
| **1st Years** | **Arrival Date** | **Departure Date** |
| 39 weeks – Campus Accommodation | 22/09/2024 | 22/06/2025 |
| 40 Weeks – Bognor campus | 22/09/2024 | 29/06/2025 |
| 39 Weeks – Stockbridge and Fishbourne Block A | 21/09/2024 | 21/06/2025 |
| 39 Weeks - Fishbourne Block B | 22/09/2024 | 22/06/2025 |
| 39 Weeks – Westgate | 21/09/2024 | 21/06/2025 |
| 40 Weeks – Stockbridge and Fishbourne Block A | 21/09/2024 | 28/06/2025 |
| 40 Weeks - Fishbourne Block B | 22/09/2024 | 29/06/2025 |
| 50 Weeks – Prince of Wales, Villa Maria, Garth House,  37 Lewis Road, 19 Millfield Close &  47 Spitalfield Lane | 22/09/2024 | 07/09/2025 |
| 51 Weeks - Stockbridge | 21/09/2024 | 13/09/2025 |

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.