

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

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

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.