

# PAYMENT INSTALMENT AGREEMENT (For Accommodation and Catering Fees)

## 2025/2026

### Instalment payment dates

First instalment: 30<sup>th</sup> September 2025  
 Second instalment: 5<sup>th</sup> January 2026  
 Third instalment: 20<sup>th</sup> April 2026

\*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%)	2nd Instalment (40%)	3rd Instalment (20%)
Amberley	39	£189.98	£7,409.22	£2,963.68	£2,963.68	£1,481.86
Arundel	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Ashling 1 - 2	39	£211.54	£8250.06	£3,300.02	£3,300.02	£1,650.02
Chilgrove	39	£189.98	£7,409.22	£2,963.68	£2,963.68	£1,481.86
Duncton	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Hammond 1 - 2	39	£193.76	£7,556.64	£3,022.65	£3,022.65	£1,511.34
Harting	39	£189.98	£7,409.22	£2,963.68	£2,963.68	£1,481.86
Havenstoke Close	39	£148.33	£5,784.87	£2,313.94	£2,313.94	£1,156.99
Ifold	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Loxwood 1 - 4	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Midhurst	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Petworth	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Springfield 1 - 4	39	£193.76	£7,556.64	£3,022.65	£3,022.65	£1,511.34
Springfield 5 - 6	39	£211.54	£8250.06	£3,300.02	£3,300.02	£1,650.02

### BOGNOR REGIS CAMPUS

Hall Name	Licence Period	Weekly Rate	Total Amount	1st Instalment (40%)	2nd Instalment (40%)	3rd Instalment (20%)
Barbara Smith	39	£219.45	£8,558.55	£3,423.42	£3,423.42	£1,711.71
Barbara Smith	40	£219.45	£8,778.00	£3,511.20	£3,511.20	£1,755.60
Longbrook	39	£193.76	£7,556.64	£3,022.65	£3,022.65	£1,511.34
Longbrook	40	£193.76	£7,750.40	£3,100.16	£3,100.16	£1,550.08
Charlotte House	40	£193.76	£7,750.40	£3,100.16	£3,100.16	£1,550.08
Longbrook (large)	39	£210.28	£8,200.92	£3,280.36	£3,280.36	£1,640.20

**UNIVERSITY MANAGED PROPERTIES**

Hall Name	Licence Period	Weekly Rate	Total Amount	1st Instalment (40%)	2nd Instalment (40%)	3rd Instalment (20%)
Stockbridge	39	£184.87	£7,209.93	£2,883.97	£2,883.97	£1,441.99
Stockbridge	40	£184.87	£7,394.80	£2,957.92	£2,957.92	£1,478.96
Fishbourne	39	£184.87	£7,209.93	£2,883.97	£2,883.97	£1,441.99
Fishbourne	40	£184.87	£7,394.80	£2,957.92	£2,957.92	£1,478.96
Westgate Halls	39	£180.39	£7,035.21	£2,814.08	£2,814.08	£1,407.05
19 Millfield Close, Chichester	50	£177.31	£8,865.50	£3,546.20	£3,546.20	£1,773.10
47 Spitalfield Lane, Chichester	50	£177.31	£8,865.50	£3,546.20	£3,546.20	£1,773.10
37 Lewis Road, Chichester	50	£171.64	£8,582.00	£3,432.80	£3,432.80	£1,716.40
High Street, Bognor (single ensuite)	50	£188.93	£9,446.50	£3,778.60	£3,778.60	£1,889.30
High Street, Bognor (studio - single occupancy)	50	£212.59	£10,629.50	£4,251.80	£4,251.80	£2,125.90
High Street, Bognor (studio - dual occupancy)	50	£295.19	£14,759.50	£5,903.80	£5,903.80	£2,951.90
Villa Maria, Bognor (single ensuite)	50	£177.31	£8,865.50	£3,546.20	£3,546.20	£1,773.10
Villa Maria, Bognor (studio - single occupancy)	50	£212.59	£10,629.50	£4,251.80	£4,251.80	£2,125.90
Villa Maria, Bognor (studio - dual occupancy)	50	£295.19	£14,759.50	£5,903.80	£5,903.80	£2,951.90

**CONTRACT DATES 2025/26**

<b>Contract Dates 2024/25</b>		
	<b>Arrival Date</b>	<b>Departure Date</b>
39 weeks	21/09/2025	21/06/2026
40 Weeks	21/09/2025	28/06/2026
50 Weeks	21/09/2025	06/09/2026

**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.