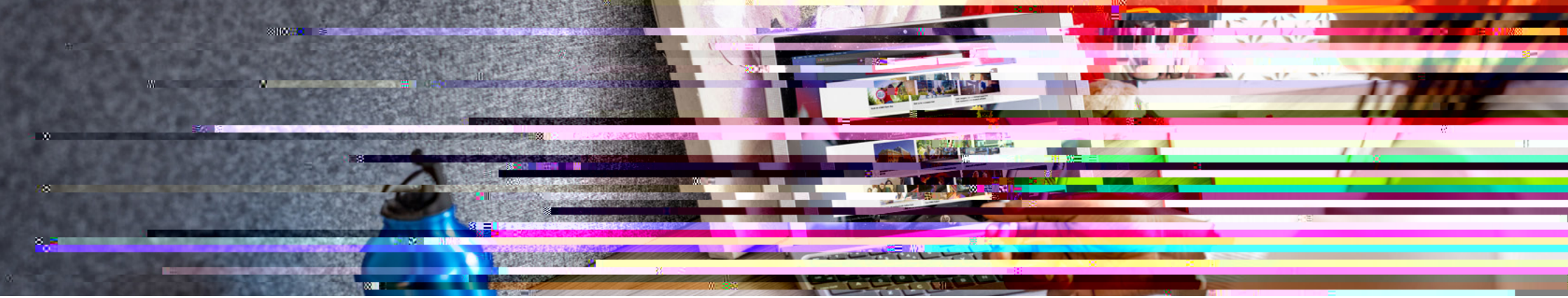
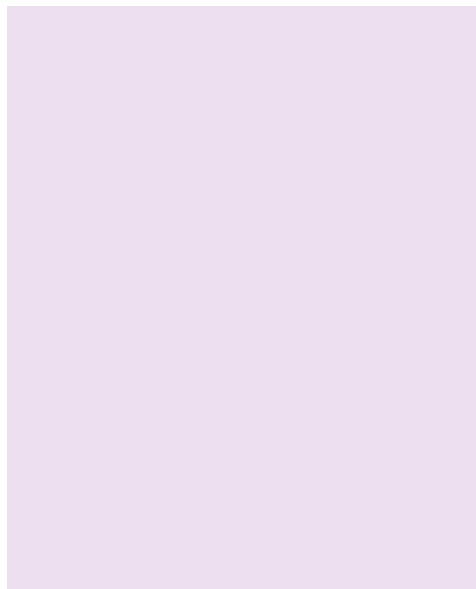


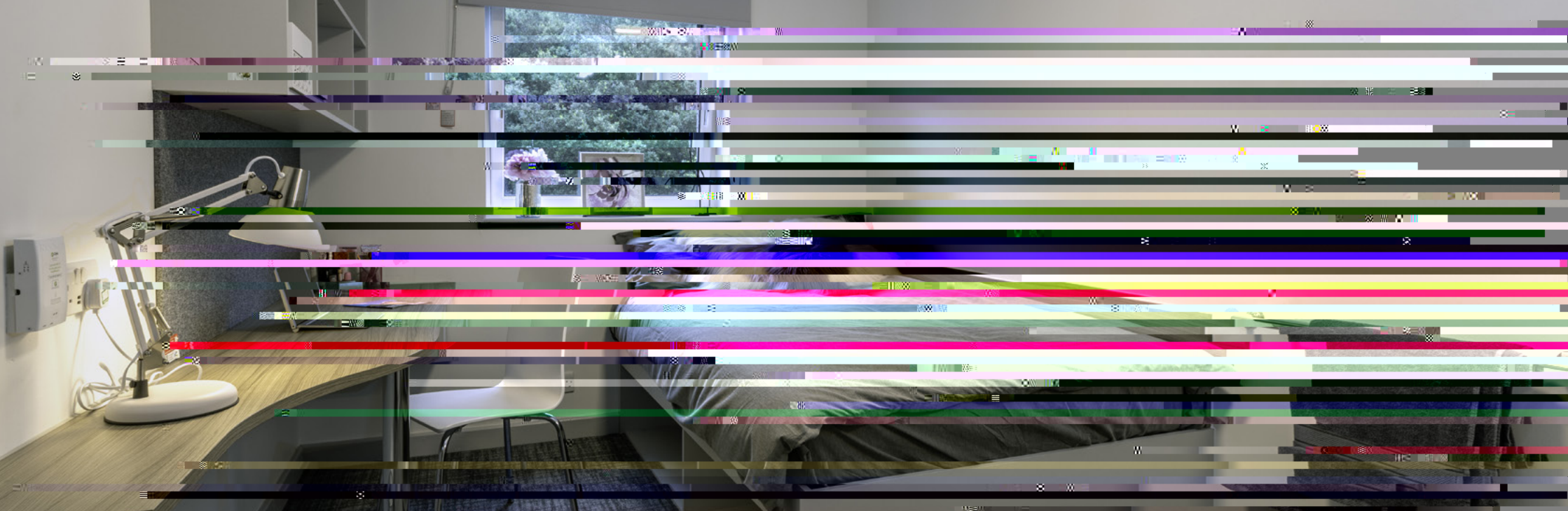
Welcome to your halls of residence, your home





Your fob





Laundry

Washing machines are located on the A Block ground floor. Download the Circuit Go Laundry app with a smart phone or collect a laundry card from the hall manager. It costs £2.30 for a wash and £1.80 for a dry. If you notice any faults which can be found on the notice board in the laundry room' with 'Any machine faults should be reported directly to Circuit Go via <https://www.circuit.co.uk/contact-us/report-a-fault/>.

Bicycles

Bicycles must not be stored in any part of the building, including your bedroom. Instead, they should be locked and secured in the designated storage area. Please ensure all bicycles are registered with the Halls Management Team upon your arrival at the start of the year. Also, don't forget to register your bicycle with your hall of residence, as well as DMU's cycle registration scheme - you can even get a free bike lock from Security, while stocks last.

Personalisation

You can make your room your own by putting up posters and pictures, but please try not to damage the paintwork (please use Blu Tack) and use the noticeboard provided. It's also important that all of the furniture and fittings you have been given remain in your room.

You may also be tempted to decorate your room with fairy lights, candles, incense or other burning materials however these items pose a fire risk and are not allowed in our accommodation.

Bills and TV

All bills are included in your rent, apart from a TV licence. For further information please visit www.tvlicensing.co.uk. You will need an indoor aerial as reception can be patchy; don't buy a TV licence until you arrive and know you can receive the channels you want. TV points are available in the kitchens but you will need to provide a co-axial cable lead.

Paying your fees

You will receive an invoice from the DMU Income Team in October from which you will be able to select your payment plan. This will allow you to select whether you would like to pay either in-full upfront, or otherwise in three or four instalments. If you need to speak with Income regarding paying your rent in halls, you can contact Income via email at incaccomm@dmu.ac.uk.

You must inform your hall staff in person, or via email at halls@dmu.ac.uk, if you intend to leave during your contract period. If you have simply decided that you no longer want or need your accommodation, but will remain enrolled as a student at DMU, then you will remain liable for the rent for the remainder of your contract. If you are withdrawing from your studies, and will no longer be enrolled, you will be liable for the early termination fee as per your contract which is equivalent to eight weeks rent (please refer to your terms and conditions for more information). If you need assistance with your student finance or your money situation generally, please contact our

Student Finance and Welfare team at sfw@dmu.ac.uk

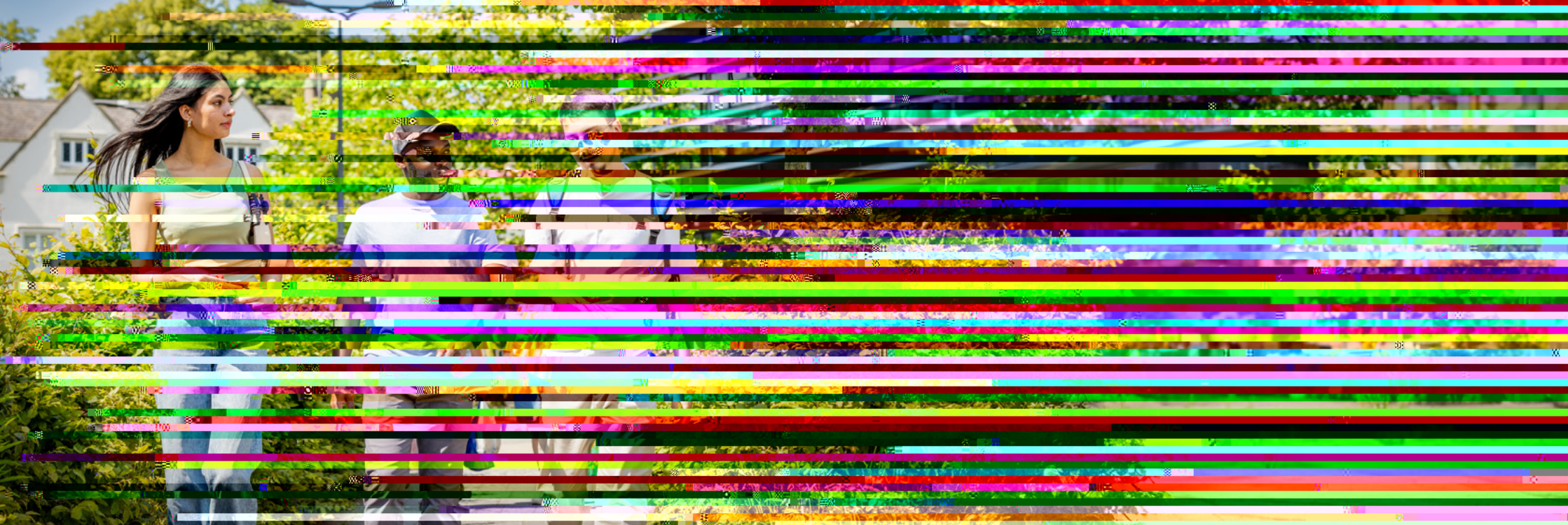


Cleaning

You are responsible for cleaning your bedroom and kitchen. Kitchens will be inspected and a checklist will be left to residents detailing what needs to be done in the event of poor hygiene and cleanliness. Cleaning charges will apply after three kitchen cleaning warnings and the cost will be divided between the flat occupants. For a full list of charges, please visit <https://www.dmu.ac.uk/study/accommodation/halls-of-residence/bede-hall.aspx> and select "Terms and conditions".

Kitchens tips:

- Divide up tasks such as cleaning and emptying the bins to ensure your kitchen is kept tidy - we suggest making a cleaning rota!
- Wash up immediately after use to prevent food from drying on the surfaces.
- After listing your bedroom, please ensure you have a clean and tidy kitchen. In and after your stay, please ensure you have a clean and tidy kitchen.



Discipline

You are expected to behave in a reasonable and sensible manner so the halls are an enjoyable place to live. Misconduct and anti-social behaviour will not be tolerated and you will face warnings, fines and possible termination of your tenancy if disciplinary action is taken. For more information visit dmu.ac.uk/studentregulations

Noise

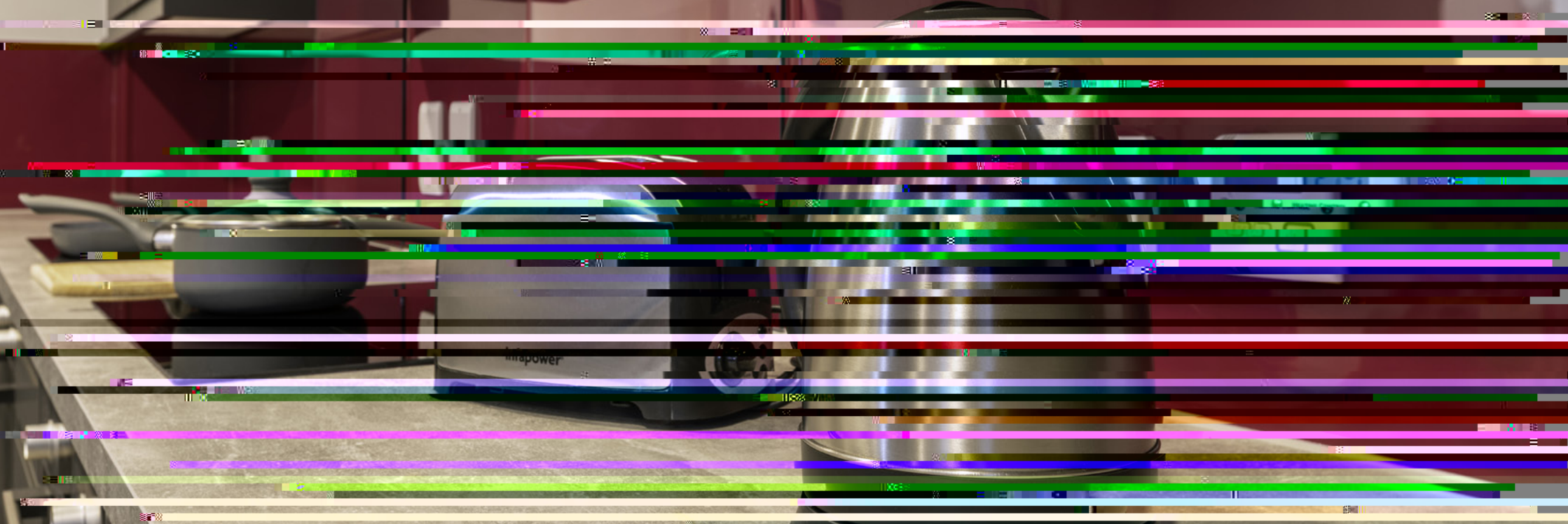
Remember to always be considerate of your neighbours when you are listening to music or arriving home late at night. Make sure that you keep noise to a minimum after 11pm and during exam periods to ensure that everyone is able to study in peace and get much-needed rest.

If you have a problem with a noisy neighbour it's important that you let a member of the halls team or security know, so that any issues can be resolved. If you are persistently noisy and cause disruption you will be given a formal warning.

Smoking

We operate a no-smoking policy inside the accommodation. This extends to shisha pipes, e-cigarettes, and vapes. If you choose to smoke, please:

- Smoke outside university buill4705 Tm(W)62 (eknowgettio)-1shiTd(pipes, e-cigay insideshel1pmhat any i)D1 Tt an7shi0e pipes, e-ci(doorderatnowsmonn andows36 0.2



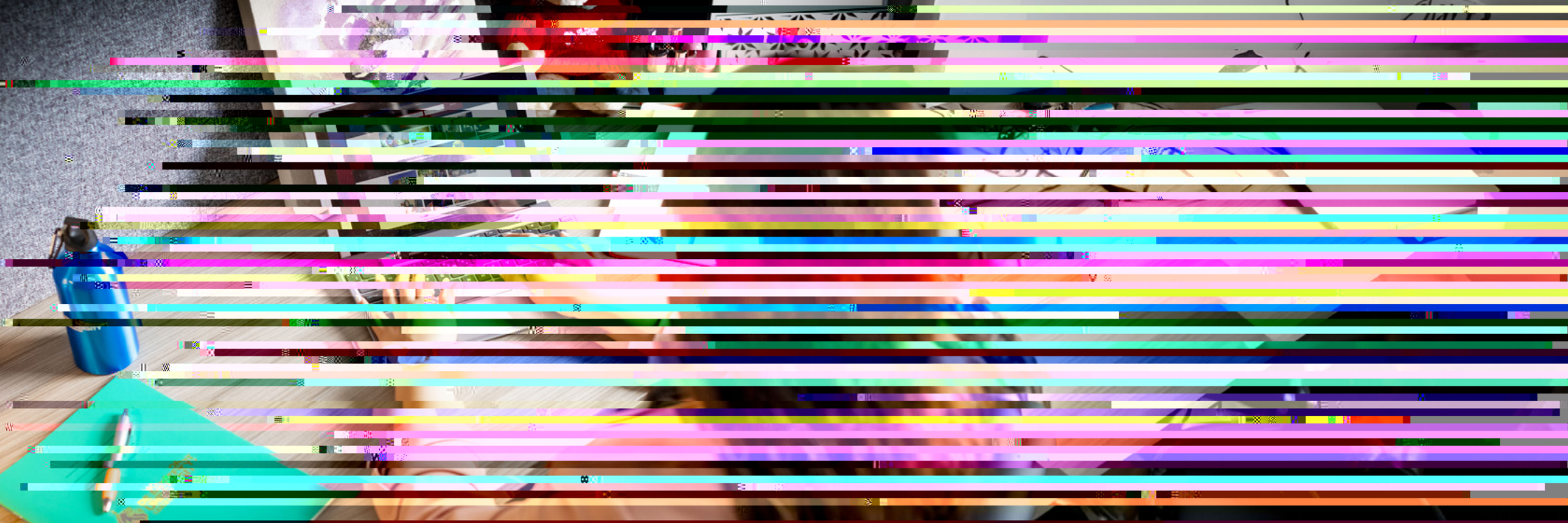
Fire safety

Familiarise yourself with the premises, fire escape routes, alarm systems and evacuation procedures. Failure to evacuate on activation of a fire alarm will be treated as a disciplinary matter. Weekly fire alarm tests will take place on a Wednesday morning at 11.30, where you will not need to evacuate (unless the alarm continues to sound).

If you activate the fire alarm as a result of carelessness or negligence, you will receive a written warning and may incur charges from any damage caused. Repeat offenders or serious cases of negligence will be handed over to our university's investigation team. Malicious instigation of a fire alarm or tampering with fire equipment will also be treated as a disciplinary matter and may lead to criminal proceedings. It is prohibited to wedge or prop fire doors open.

Electrical equipment

Staff test all electrical equipment and personal items, and reserve the right to disconnect anything shown to be unsafe. If your equipment fails a test, you have five days to repair or remove it. The voltage of mains electricity in the UK is 240v. The standard plug (BS 1363) in the UK is a three-pin model. It is advisable not to bring any electrical items that need mains power unless



First aid

If you have a minor injury or feel unwell and want some advice, we have staff that are first aid trained who can advise you. It is important that in an emergency situation you call 999 straight away. If possible, once the emergency services have been called, let reception know so that our teams are aware of the situation.

Registering with a General Practitioner (GP)

It is important to register with a GP whilst you are at DMU. You can find a list of GP surgeries near you through the NHS webpages.

[nhs.uk/service-search/find-a-gp](https://www.nhs.uk/service-search/find-a-gp)

De Montfort Surgery is on campus and is an NHS general practitioners' surgery which provides medical care for students and some local residents.



Useful tips

- Use cash-machines during the day and never write down your PIN
- Keep cards separate
- Note down your card details so you can cancel them quickly
- Be vigilant when using your mobile phone. If your phone is stolen, call your network or 08701 123 123 to immobilise it
- Mark your property with the initials of the university (DMU) and your student ID number - this makes it harder for a burglar to sell stolen goods and can help the police to return items to you
- Protect yourself with insurance by keeping lists of the make, model and serial numbers of your electronic items to help police track them down if the83 7,estolen 3 7,estolen 3



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