**Rent pre-payment – policy for new undergraduate students experiencing financial hardship**

The rent pre-payment is deducted from the total accommodation fee and the remainder of the fee is paid either in full at registration or by payment plan.

1. New undergraduate students are invited to make an application to book a room in Halls once they have accepted a place (which may be conditional) to study at the University.
2. All applicants are advised in their invitation email, on the website and in the email acknowledging their acceptance that a pre-payment of £300 will be expected to be paid once they have accepted the offer of a room in University Halls.
3. Students are expected to accept their offer of accommodation within 7 days of the notification and also pay the pre-payment within this time frame.
4. Students experiencing severe financial hardship should speak to the Halls Office in the first instance to explain their circumstances.
5. In certain cases it may be possible to make alternative arrangements for the payment of the pre-payment. Particular consideration will be given to students in the following circumstances but this list is not necessarily exhaustive:

* Care leavers or former foyer students
* Homeless students
* Independent students in receipt of welfare benefits
* Students with parents in receipt of welfare payments

1. In these circumstances students can apply to defer payment of the pre-payment or to pay a lesser amount to secure accommodation.
2. If the students’ application is agreed the pre-payment or remainder of the pre-payment may be deferred and incorporated into the payment plan chosen by the student.
3. The student must immediately arrange a payment plan for the payment of the remainder of their hall fees via <https://epay.bangor.ac.uk/> and must provide evidence of their Student Finance award.
4. The students facing further financial difficulties can make an appointment, before arrival, to speak to a member of the Money Support Unit team shortly after their arrival in Bangor to discuss their financial situation and appropriate budget provision for their living costs in Bangor.

Procedure:

Student experiencing financial difficulties and cannot pay the required £300 pre-payment.

Inform student of the options available:

1. Apply to pay a lesser pre-payment amount and explain that this would reduce the total accommodation cost payable. The unpaid amount will be added to their accommodation account and will be paid by the student in instalments over the academic year.
2. Defer the payment in full. The unpaid pre-payment will be added to their accommodation account and paid by the student in instalments over the academic year.

Students choosing one of these options are referred to the Money Support Unit.

The MSU will email each student an application form and will require details of the students’ financial situation – including details of any income received and their student finance award.

The completed form along with the required supporting evidence should be returned to the Money Support Unit within 5 working days.

The MSU will inform students of the options available before notifying the Halls Office of the students’ decision.

The MSU will inform the Halls Office once a decision has been approved.

The Halls Office will send the student an email confirming that they have been approved for the rent pre-payment to be waived and that the contract becomes legally binding as soon as they accept it.

Students are advised to set up Epay as soon as they are required to do so.