



Dear Student,

Thank you for your interest in Corrib Village Student Accommodation, National University of Ireland, Galway, for the Academic Year 2012/2013. Please find enclosed our application form, Licence Agreements, price lists and information sheets explaining the different room types.

To apply, complete and forward ALL the following items:

- 1. Application Form**
- 2. Licence Agreement**
- 3. First & Second Schedule**
- 4. Guarantee by Parent / Guardian**
- 5. Payment of the €250.00 booking deposit.**
- 6. Two passport photographs attached to application (name written on reverse). 1 of those will be for your Corrib Village ID.**

NOTE: The 1st Moiety is due within 3 days of the first round CAO Offers

On receipt of the above we will be able to confirm your booking, subject to availability.

Applications are accepted on a first come, first served basis.

Please note that a room will not be held for you if your application is incomplete.

Please be aware that full payment is refundable if we are unable to offer you accommodation in Corrib Village. However if we offer you a place in Corrib Village and you cancel in accordance with the cancellation policy, an administration fee of **€100.00** will be deducted from the application fee and the remainder refunded.

Yours sincerely,

Róisín Buckley
General Manager

Corrib Village, Newcastle, Galway.

Tel: 091-527112

Fax: 091-523661

Email: info@corribstudents.com

www.corribstudents.com

Kitchen/Living Area (Standard): The kitchen in every apartment is equipped with a full complement of crockery, cutlery and cooking utensils. Apartments are also provided with a kettle, toaster, iron/ironing board and microwave. Colour TV with cable is also provided. A vacuum cleaner is provided in each apartment.

(En-Suite) – Same as above plus a separate freezer and a dishwasher.

Bedroom/Study Facilities: Study bedrooms are designed to match the needs of today's students and include ample storage space, bookshelves, study desks and reading lamps. Beds are provided with duvet, pillow and mattress cover but students are required to provide their own bed linen and towels. All bedrooms have a telephone for incoming calls with a voicemail facility. Calling cards can be purchased from the mini-market and can be used to make outside calls from the student's bedroom phone. Windows are double-glazed to assist insulation and soundproofing. Electricity and water heating are designed to avail of night saver electricity.

Housekeeping: There are weekly apartment checks, ensure an acceptable standard of cleanliness is maintained. Students are liable for the cost of engaging contract cleaners where apartments are being neglected. A full cleaning service is provided to all entrance hallways, as maintenance of excellent living conditions is a priority. Students are responsible for the cleanliness of their own apartments.

Electricity: An initial payment for electricity of €325 is included in your 1st moiety payment. If you use more electricity than this you will be charged the difference, if you do not use this much electricity you will be refunded the difference at the end of the Licence period. You will receive a statement of use every 2 months.

CANCELLATION POLICY

If the Applicant/Licensee wishes to cancel their application at any point after the deposit has been paid, they must do so in writing. Cancellations by telephone will NOT be accepted.

If the licensee is not successful in the 1st round CAO offers, the Licensee must cancel IN WRITING within **THREE DAYS of the 1st round CAO offers** – i.e. by 5pm on Thursday of the week of CAO 1st round offers. Cancellation by telephone will NOT be accepted.

Cancellations can be made by e-mail – info@corribstudents.com, by post or by fax to (091) 523661.

A €100 administration fee will be deducted from the booking deposit and the remainder will be refunded. **If the licensee/applicant cancels after the cutoff point outlined above, NO refund will be issued. If the applicant cancels after having paid the 1st moiety, the onus will be on the Licensee to find a replacement applicant.** Atalia Student Residences Ltd. has no obligation to find an alternative Licensee. Failure to do so will result in the applicant losing all monies paid.

CORRIB VILLAGE T/A - ATALIA STUDENT RESIDENCES LTD.

SUMMARY OF REGULATIONS

- ◆ The Licence period is for the **full academic year only** – please contact info@corribstudents.com if you are looking to book for 1 semester only. Once applications are made for the full year, changes can't be made to semester only.
- ◆ No unauthorized overnight guests permitted. Fines do apply should a student be found to be breaking this rule. €125 per person.
- ◆ Remember that you are responsible for your guests/visitors.
- ◆ No illegal/illicit substances allowed in the premises.
- ◆ Corrib Village ID cards must be carried with you at all times and produced on request. ID's will be provided on check-in. Photo's are required at application stage. Students are responsible for providing same.
- ◆ Students are liable for the cost of engaging contract cleaners where apartments are being neglected.
- ◆ Apartment checks are carried out on a weekly basis.
- ◆ Students are subject to NUIG bye-laws, the student code of conduct and disciplinary procedures, breaches of this Code & of any University regulations make students liable to the imposition of sanctions.
- ◆ In order to validate your application we must have your deposit, 2 passport photos, signed license agreement & payment of the 1st moiety by the due date (within 3 days of the 1st round offers).
- ◆ ESB meter readings will be taken every two months. You will be given a statement and at the end of the year any outstanding amount will be deducted from your security deposit. Any monies left from the €325.00 electricity deposit will be refunded. Should the cost be more than €325 the licensee is liable to pay same.
- ◆ Taxis are required to drop off at the relevant gate subject to opening times.

- ◆ Our disciplinary procedures are as follows:
 1. Official Verbal Warning
 2. 1st Written warning
 3. Final written warning
 4. Asked to Leave

Atalia Student Residence reserves the right to revoke a licence on notice to the licensee in the event of the following:

1. Breach of terms and conditions of lease.
2. For any other reason the management may deem necessary for the good and proper management of the complex.

Warnings can be skipped depending on the severity of certain incidents.

Please ensure that you read the Licence Agreement carefully and understand the terms and conditions.

Frequently Asked Questions:

How can I apply?

The easiest way is to apply on-line at www.corribstudents.com . Alternatively you can download an application form from the above address & send it to us by post.

Payment of €250.00 security/damage deposit is required to validate your application. Your place will be confirmed on receipt of a complete application (subject to availability).

The 1st moiety is due within 3 days of the 1st round CAO offers

What happens if I pay for accommodation and fail to be offered a place at NUIG?

In the case where a student fails to be offered a 1st round place at NUIG, €100.00 will be deducted and the balance refunded, if the cancellation policy is followed. You must cancel your reservation within 3 days of the first round CAO offers – IN WRITING.

Can I book a room by telephone?

No, a number of forms need to be completed and passport photos are required but you can apply online at www.corribstudents.com

I am eligible for a Grant, will the Grant office pay for my fees directly to Corrib Village?

No, you must pay for your accommodation directly.

How can I pay my deposit & Moiety?

Your deposit & moiety payment can be made by Cheque, Bank Draft or Bank Transfer or Credit Card

Bank Name: Bank of Ireland

Address: NUI, Galway

Account Name: Atalia Student Residence Limited

Account Number: 76323199

Sort Code: 90-40-18

Swift Code: - BOFIE2D

IBAN – IE64 BOFI 90401876323199

When making payments through the bank please use T-Cas ID as the reference otherwise it will be quite hard to match applications to payments

There is a 2% handling fee on all credit card payments.

Cheques can be posted to Corrib Village, Newcastle, Co Galway. Cheques need to be made out to Atalia Student Residences Ltd.

When is the 2nd Moiety Due?

The 2nd moiety is due on or before the 5th December 2012

What is a double room?

A double room is a large room, with a double bed for single occupancy.

What is a twin room?

A twin room is a large room consisting of two single beds, which is shared by 2 students. Each student must apply separately.

How can I get the Internet at Corrib Village?

At Corrib Village there is a wireless access network. A wireless network card is needed. Terms & conditions need to be agreed to prior to receiving username & password.

How are roommates allocated?

If you have ONE friend you wish to share with, Corrib Village will see IF it is possible to accommodate you both together, provided you ensure that this request is clearly marked on BOTH application forms **at the time of application**. Corrib Village staff will endeavor to satisfy your requirements but this is subject to availability and subject to all people paying their deposits and moieties in full. Otherwise roommates are allocated on a lottery system. There is NO guarantee that requests can be met.

Final Date that requests/changes can be accepted up to is the 24th August 2012.

All requests MUST be in writing. Students are allocated taking into consideration gender, academic year and age. Some apartments may be mixed with males & females sharing communal areas.

Who can occupy Corrib Village rooms?

Rooms are available to NUI students only, proof of which will be required on check in or shortly after once you have registered with NUI.

Do I have to leave at Christmas and Easter?

No, the accommodation lasts for the duration of your Licence, a 38-week period.

Is there a curfew?

No, there is no curfew. Residents may come and go as they please, however we do require that residents carry their Corrib Village ID cards with them at all times. All non residents must sign in and out with security. **All unauthorized non-residents must leave Corrib Village by MIDNIGHT.**

Can I obtain the apartment number or room mates details before check in?

No, the apartment details will be issued to you on arrival.

Is insurance for my belongings provided by Corrib Village?

No, you must take out your own cover for your possessions. We recommend having the family household policy extended to cover the personal effects away from home.

If I leave before the end of the year what happens?

No refunds will be made in the case of early departure. However Corrib Village have the right to move another student internally, there will still be a room to be re-sold, and it will just be a different room number.

What do I need to bring?

You will need to bring bed sheets, duvet cover, pillow cover and towels.

Can I park my car in Corrib Village?

Yes, subject to availability, cars are parked at owner's risk. Management do not accept any responsibility for cars parked at Corrib Village. Spaces are on a first come first serve basis and you must park your car at a location indicated by any member of staff or security personnel if and when requested to do so. It is the responsibility of the student to get a parking permit from the parking office in NUIG. There is also a Car Park for 500 cars beside Corrib Village entrance & this also belongs to NUIG. There is a fee payable for the parking permit to NUIG.

What will I need when checking in?

On production of receipt of payment, keys will be issued

Rates & Payment Options

Room Type	<u>Option 1*</u>				<u>Option 2**</u>	
	Annual Fee	Weekly Cost	1 st Moiety	2 nd Moiety	Once off Payment	Weekly Cost
Twin Standard	€2813.00	€74.03	€1,875.33	€937.67	€2,755.00	€72.50
Single Standard	€3929.00	€103.39	€2,619.33	€1,309.67	€3,847.99	€101.26
Double Standard	€4123.00	€108.50	€2,748.67	€1,374.33	€4,037.99	€106.26
Single Sharing Ensuite	€4326.00	€113.84	€2,884.00	€1,442.00	€4,236.80	€111.49
Double Sharing Ensuite	€4520.00	€118.95	€3,013.33	€1,506.67	€4,426.80	€116.49
Single Ensuite	€4656.00	€122.53	€3,104.00	€1,552.00	€4,560.00	€120.00
Double Ensuite	€4850.00	€127.63	€3,233.33	€1,616.67	€4,750.00	€125.00

Payment Options:

- * Option 1 – Annual Fee paid in 2 moieties. 1st Moiety due within 3 days of 1st round CAO offers, 2nd Moiety before or on 5th December 2012.
- ** Option 2 – Annual Fee paid in once off payment within 3 days of 1st round CAO offers availing of a 2% saving.

€250 BOOKING DEPOSIT (TO BE PAID AT TIME OF APPLICATION)

1. Booking Deposit this booking deposit is refundable less any deductions for damage or missing items.

€550 UTILITES & ELECTRICITY PAYMENT (TO BE PAID IN CONJUNCTION WITH THE 1st MOIETY)

1. Electricity €325.00 – deposit payment against energy cost per resident. If the final amount incurred is greater than this amount, the student is liable for the difference.
2. TV/Phone/Waste €225.00 – non-refundable payment to include cable TV, incoming phone line and waste collection.

PLESAE NOTE - Each room will only be licensed for the full academic year. **Students are liable for this period even if they do not stay for all of it.**

Payments can be made by Cheque, Bank Draft, Credit Card or Bank Transfer.

- All cheques/bank drafts to be made payable to **Atalia Student Residences**
- Postal Address is Corrib Village, Newcastle Rd, Galway
- There is a 2% handling fee on all credit card payments
- Bank Transfers MUST include Student Name and/or TCASID Number (see confirmation email). Applicants will incur any relevant bank charges.

Application Form – 1st September 2012 – 24th May 2013
Atalia Student Residences Ltd. Corrib Village Accommodation

PLEASE WRITE CLEARLY IN BLOCK CAPITAL LETTERS

Surname: _____ First Name: _____

Home/Permanent Address:

Home Telephone No: _____ Applicant Mobile No: _____

Applicant E-Mail Address: _____ Nationality: _____

CAO Number: _____ PPS Number: _____

Male Female Date of Birth: _____

Name of course to be studied: _____

Entering year of study: 1st 2nd 3rd 4th 5th P/Grad (please circle)

Smoking _____ Non-Smoking _____ Don't Mind _____

Do you suffer from any relevant medical conditions i.e. asthma? _____

Do you have a rooming requests e.g. Friends, Location, Gender etc

(Please note there is no guarantee that you will be allocated your request. Only tick the rooms that you would be willing to accept. Please number in order of preference [1 to 7])

SINGLE STANDARD

SINGLE EN-SUITE

TWIN STANDARD

NGLE SHARE EN-SUITE

DOUBLE STANDARD

UBLE SHARE EN-SUITE

DOUBLE EN-SUITE

Accommodation will be offered in order of preference; if 1st preference is not available your 2nd choice will be allocated, subject to availability.

Please affix passport photos here.
Please write name on back of each photo.
Your application is not valid without photos.

Bank Account Details for Electronic Transfer/Refund of Security Deposits for Students

Student Name _____

Contact Telephone No _____

E-Mail Address _____

Bank Account Details where you wish to have your student refunds lodged to:

Bank Account Number _____ Sort Code _____

Name & Address of Bank _____ please indicate origin of A/C
_____ Irish Bank A/C _____
_____ EU A/C _____
_____ Other A/C _____

Name of Account Holder _____

If non-Irish A/C please supply the following:

IBAN No _____

e.g. IE29 AIBK 9311 5212 3456 78

Swift No _____

This should have 8 characters

Please indicate who the Account Holder is: Guarantor _____ Student _____

Signed _____ Date _____

Print Name _____

Please note the transfers will take 3-5 working days to reach your account.

Transfers to Bank Accounts outside of Ireland will be subject to a banking charge deduction.

Guarantor's E-Mail Address: _____

Guarantor's Mobile No: _____ Guarantors Name: _____

Full Year (Payment Option 1) _____ Full Year (Payment Option 2) _____

Semester 1 _____ Semester 2 _____

LICENCE AGREEMENT – 1st September 2012-24th May 2013

DATED _____ DAY OF _____ 2012

**ATALIA STUDENT RESIDENCES LIMITED (“A.S.R.”)
AT CORRIB VILLAGE, NEWCASTLE ROAD, GALWAY.**

and

_____ of _____
 (“The Licensee”) (Address)

LICENCE TO OCCUPY

Upon payment of the appropriate deposits and license fees as hereinafter set out, the Licensee shall occupy the Premises on foot of this Licence agreement on a non exclusive basis and subject to the terms and conditions hereof. This Licence Agreement shall expire at the end of the period in respect of which the Licence fee has been paid unless it has been revoked earlier as hereinafter provided.

REVOCAION

A.S.R. reserves the right to revoke this license on giving 24 hours prior written notice to the Licensee in the event of any one of the following:-

- (i) The breach by the Licensee of any of the terms and conditions of this Licence.
- (ii) On the Licensee ceasing during any of the license periods to be a registered student at National University of Ireland, Galway.
- (iii) For such other reasons as A.S.R. may consider necessary for the good and proper management of the Complex.

ALTERNATIVE PREMISES

As circumstances require, A.S.R. retain the right at its sole discretion to change allocation of the Premises. However in that event, any Licensee who is asked to change Premises may choose instead to vacate the Premises and will be refunded a pro rata proportion of the licence fee by A.S.R.

SCHEDULES

Schedules 1, 2 and 3 attached form part of the Licence agreement. The Licensee should sign below and where indicated at the end of schedule 2. Schedule 3 (Inventory of contents) must be signed by the Licensee at the time of occupation of the Premises. Schedule 3 will be furnished to the Licensee upon arrival to the residence.

I have read the foregoing terms and conditions, and schedules 1 and 2 attached and am in agreement with same. It is hereby confirmed that the Licensee has obtained independent legal advice as to the status and interpretation of this Licence agreement as giving rise solely to the relationship of Licensor and Licensee.

It is agreed and declared that nothing in this Licence Agreement and the Schedules hereto shall be or ought to be construed as granting any interest whatsoever in the Premises or the Apartment to the Licensee or giving rise to the relationship of landlord and tenant between the Licensor and the Licensee or as conferring on the Licensee any exclusive right of possession of

the Premises or the Apartment, or any right of possession at all therein save to the extent necessary for the purposes of the Licence agreement.

Signed by the Licensee X _____ (applicant's signature)
In the presence of: Guarantor _____
Address _____

FIRST SCHEDULE

PREMISES -Room no. _____ ("the Premises") situated in apartment no. _____ ("the Apartment") Accommodation Block ("the Accommodation Block") together with the use in common with other Licensees of the living accommodation, kitchen and bathroom facilities, and use of all common areas in the accommodation block at National University or Ireland, Galway, namely Baile na Coiribe (hereinafter referred to as the "Complex").

LICENCE PERIOD

The license period is for the full academic year i.e. commences 3rd September 2011 and terminates 25th May 2012 inclusive subject however, to the earlier determination as herein provided. If however the Licensee vacates the premises during the license period, no refund will be made.

LICENCE FEE -Details of license fees for each room type are stipulated on the application forms. Payment of the 1st moiety required prior to occupation in order to validate your application at latest 3 days after the 1st round CAO offers, in order to secure a room.

CAUTION MONEY/DEPOSITS -Caution money of €800, for the performance of the Licensee's obligations under this license is also payable. €225 of which is a non-refundable service charge for waste collection and general maintenance, incoming phone line, TV license etc. A.S.R. shall not be bound to apply all or part of the caution money in payment of any Monies owed by the Licensee during the currency of this Licence.

TELEPHONE SERVICE

Premises in A.S.R. are equipped with a digital voicemail answering system with a capacity to receive a maximum of six voice messages once the caller keys in the appropriate extension number. A charge for the cost of line rental and voicemail service is included in the license fee. There are calling cards available in the shop on-site to allow you to make an outside call. Room to room calls are free of charge.

INSPECTION/SURRENDER OF KEYS PRIOR TO REFUND OF CAUTION MONEY

Each week or at the discretion of A.S.R., the Premises and the Apartment will be inspected by A.S.R. The Licensees will be informed if any work is required to be done or if the standard of cleanliness is not adequate and a time limit set for the carrying out of this work. If there is any damage caused to the apartment or the premises which is not due to fair wear and tear or if any items are missing, the cost of the repair of the damage and/or the replacement of missing items will be charged against the Licensees caution money, and this will be deducted when the balance (if any) is refunded at the end of the academic year. In the event of the caution money not being sufficient to cover the cost of the foregoing, same will be chargeable to the Licensees. The cost of cleaning, repairs, any missing items and any damage to items not due to fair wear and tear in the apartment will be deducted from the caution money or charged to each occupant of the apartment in equal shares. The price list of items will be furnished to the

Licensee on arrival. At the conclusion of the occupancy period all keys & ID's must be surrendered and the premises will be finally inspected by A.S.R.

LIGHT AND HEAT- DEPOSIT AND CHARGES -Each Apartment is metered separately for electricity supply and the Licensees of the apartment are liable for all electricity used in equal shares. ESB meter readings will be taken every two months. €325 ESB deposit is payable prior to occupation for light & heat/power charges. Should electricity usage be less/greater at the end of the academic year than the ESB deposit paid, the Licensee will be refunded/charged. The Licensee will be issued with an account which is payable to A.S.R. Limited within seven days.

SMOKING - All apartments are smoking apartments at A.S.R. Requests to share with non smokers will be met as much as possible, but cannot be guaranteed. A.S.R. requests that you are respectful of non-smokers in your apartment.

CANCELLATION POLICY

If the Applicant/Licensee wishes to cancel their application at any point after the deposit has been paid, they must do so in writing. Cancellations by telephone will NOT be accepted.

If the licensee is not successful in the 1st round CAO offers, the Licensee must cancel IN WRITING within **THREE DAYS of the 1st round CAO offers** – i.e. by 5pm on Thursday of the week of CAO 1st round offers. Cancellation by telephone will NOT be accepted.

Cancellations can be made by e-mail – info@corribstudents.com, by post or by fax to (091) 523661.

A €100 administration fee will be deducted from the booking deposit and the remainder will be refunded. **If the licensee/applicant cancels after the cutoff point outlined above, NO refund will be issued. If the applicant cancels after having paid the 1st moiety, the onus will be on the Licensee to find a replacement applicant.** Atalia Student Residences Ltd. has no obligation to find an alternative Licensee. Failure to do so will result in the applicant losing all monies paid.

INTERNET - Students require a wireless network card to access the wireless broadband. Corrib Village recommends 'Netgear RangeMax'. Broadband terms and conditions must be signed at reception before an individual user name and password will be issued. NO technical support is provided. This is a free service.

SECOND SCHEDULE
TERMS AND CONDITIONS BINDING ON THE LICENSEE

1. To pay the deposit, license fees and light and heat charges without deduction, in the manner set out in this Licence Agreement.
No refund of any pre-payment shall be made in the event of early vacation of the Premises. In any event, €100 shall be charged by A.S.R. to cover administration costs, and deducted from the booking deposit. There shall be no obligation on A.S.R. Limited to find an alternative Licensee.
2. To be bound by all fire safety and other regulations for the safe and orderly management of the Premises, the Apartment and the Complex as may from time to time be imposed and to acquaint himself/herself with these regulations and with the emergency escape routes and not to interfere in any manner with the Fire and Safety equipment. The unnecessary interference with fire safety equipment or the discharge of fire extinguishers is considered a **serious act of vandalism.** There will be a charge of €125 for this breach of the terms herein levied against the individual responsible or equally against all occupants of the Apartment if the individual cannot be identified. Replacement charges: Fire Panel €350, Smoke Head €10, Fire Blanket €30, Fire Extinguisher €60.
3. Not to damage windows or doors or any A.S.R. property. There will be a charge of €125 for this breach of terms herein, levied against the individual responsible or equally against all occupants of the Apartment if the individual cannot be identified. No Candles, Fairy lights or Beer Kegs are allowed in any Apartment or in the Complex.
4. Not to interfere with or overload any electrical apparatus installed in or on the apartment including the Premises and not to install any additional electrical wiring, gas piping or portable gas or paraffin heaters into the Premises or the Apartment or any other part of the complex.
5. Not to share possession of the Premises or any other part thereof with any person (other than those holding under a similar Licence in respect of other Premises in the Apartment only) or to permit the Premises hereby licensed to the Licensee to be occupied by any person other than those authorised as aforesaid during the term of the Licence.
6. To occupy the Premises assigned by A.S.R. during the full licence period. Transfer to other premises may only be arranged with the permission of and at the sole discretion of A.S.R.
7. This Licence is personal to the Licensee and may not be assigned, sub-licensed or otherwise dealt with, in whole or part, by the Licensee, except by agreement with the Licensor.

- 8 Not to permit unauthorized visitors to remain overnight in or on any part of the Premises, the Apartment or the Complex and to require all visitors to leave the complex by 12 midnight. If the Licensee is found not to be adhering to this requirement it will result in an on the spot charge of **€125** (per guest). For the purpose of this Licence Agreement anyone other than the Licensee of the apartment (i.e. all A.S.R. residents other than the licensee of the apartment) shall be deemed to be visitors to the apartment. The licensee is obliged to reside in his/her apartment and to remain overnight in his/her premises only.

At the discretion of A.S.R. there may be certain days that no visitors would be allowed enter Corrib Village during the day or night.

9. To keep all furniture, fixtures, fittings, appliances and articles in the Premises and the Apartment in good and proper repair and to pay to A.S.R. Ltd an amount equivalent to the replacement cost of such items as may be lost, broken or destroyed during the currency of this Licence. It is acknowledged that an inventory of the items at the Premises and the Apartment referred to in this clause annexed to the Third Schedule hereto has been signed by the Licensee who admits that the said items and all fixtures and fittings are at present in good order and condition.
10. Not to deface the Premises, the Apartment or the Complex, or to drive nails or drawing pins into the walls or woodwork, of the Premises or the Apartment nor to affix any form of sticky tape to plaster or woodwork and to remove any of same within 24 hours of notification by the Licensor. The repair cost of any defacement will be deducted from caution money, or at the Licensors discretion be payable by the Licensee to the Licensor on demand.
11. Not to remove or permit the furniture, fixtures and fittings, appliance or articles to be removed from the Premises or from the Apartment or the Complex.
12. Not under any circumstances to part with possession of any keys to the premises or any security/ID card for the purpose of gaining access to the Premises or the Apartment and to report any loss thereof immediately to A.S.R.. The Licensee shall be liable to A.S.R. for the cost of the replacement of keys €20 for swipe card or security/ID card if lost or destroyed. Any time you lock your key in the apartment or Security have to open the door there will be a charge €10 for opening a door if the licensee has misplaced their key, there will be no charge if the licensee has a non-functional key. ID cards MUST be carried at all times.
13. Not to undertake any cooking or otherwise prepare any food in the Premises, the Apartment or within the Complex except in the kitchen in the Apartment, and not to dispose of any materials in any sink or lavatory or otherwise so as to block any drains, pipes or sewers serving the Complex. Care must be taken when using the equipment in the kitchen. Do not leave cooking unattended; ensure all equipment is turned off when finished.
14. Not to cover wall vents/fans in toilets and kitchens, as these are required for ventilation under the Building Regulations. Ventilation is also very important to avoid build up of moisture and mould growth, particularly in kitchen and bathroom areas. All windows should be opened each day for a short period to allow proper ventilation of the apartment whilst the apartment is occupied.

15. Not to throw or deposit, or permit to be thrown or deposited, dirt, rubbish, rags or other refuse in or on the Premises or any part thereof or in or on the apartment or any part thereof or in or on any part of the Complex. To remove all waste from the Premises and Apartment on a regular basis and to at all times make use of a common rubbish bin in respect of such items. Not to allow any internal rubbish bins to overfill or spill on walls or floors of the apartment. A.S.R. reserves the right to charge the Licensee in respect of the maintenance and service costs incurred by A.S.R. as a result of the Licensee failing to adhere to these requirements and, at A.S.R.'s discretion, to recover the amount so charged by deduction from the Licensee's caution money.
16. To keep the interior of the Premises in a clean and hygienic condition, including all fixtures, fittings and installations therein and not to damage same and to indemnify A.S.R. against all claims arising out of any damage thereto and to hand in same on the termination of this License in good and proper condition. If the Premises and Apartment is not maintained by the Licensee to a standard of cleanliness acceptable to A.S.R., A.S.R. will arrange on the giving of 48 hours written notice to the Licensees, to have the Premises and/or Apartment cleaned, and the Licensee will be liable to A.S.R. for the cost of same.
17. Not to use or permit the Premises to be used otherwise than for residential purposes.
18. Not to hold unauthorized parties in or on the Premises or the Apartment or in or on any other part of the Complex, not to play musical instruments or radios, televisions or other sound producing apparatus in such a manner as to cause disturbance, annoyance or nuisance to the other Licensees of the Apartment or the Complex and in particular not between the hours of 11p.m. and 8 a.m. Abuse of this clause may, at the discretion of the Licensor, and based on complaints from other residents, be grounds for termination of the Licence Agreement.
19. Not to keep a dog or any other animal (with the exception of approved Guide Dogs), reptile, insect or pet in or on the Premises, the Apartment or in or on the Complex.
20. Not to expose any bottles, containers or other articles in the area of the windows of the Premises or the Apartment. A.S.R. reserves the right to remove, fine and dispose of items without notice.
21. Not to hang or permit to be hung, or expose any clothes or other articles or to exhibit any sign board, poster or advertisement matter or placard, flag or banner outside, in or on the Premises or outside, in or on the apartment or Complex and in particular not to affix any such or other signs or placard to the inside walls of the unit or the structure, plasterwork or woodwork therein. Any cost of rectifying non-compliance with this clause will be deducted from caution money.
22. Not to place or cause any obstruction in or on the Apartment or on any hall, stairs or landings, or in or on any part of the Complex and in particular not to place any vehicles, motorcycles or bicycles therein or thereon save in such locations as may be designated for the parking or storage of same. Non-compliance will be grounds for termination of this Licence Agreement.

23. Not to expose any washing or wearing apparel or any linen on any part of the Premises, the Apartment or the Complex and not to carry out or permit to be carried out any laundering or other similar activity in the baths, washbasins, sinks or cisterns in the Apartment. To keep clean the mattress, duvet and pillow supplied by A.S.R. Limited and to this end to keep same covered at all times with bed linen and to hand up same upon the termination of this Licence Agreement in good and proper repair and condition.
24. Not to store or keep or permit to be kept in or on the Premises, the Apartment or in or on any part of the Complex any dangerous, combustible or unlawful substances or materials whatsoever and to report immediately the presence of such substances or materials to A.S.R. Limited.
25. to report immediately in WRITING to A.S.R. upon the occurrence thereof or the becoming aware of any damage to the Premises or the Apartment or any part thereof. All problems/issues that arise must be put in writing ASAP; otherwise A.S.R. can not deal with it.
26. Not to impede or interfere in any respect whatsoever with A.S.R. in the exercise of its right to possession of the premises, which is subject only to the rights of the Licensee hereunder.
27. If A.S.R. requires the Licensee to vacate the Premises during the term of this Licence by virtue of necessary alteration, repairs or decoration having to be carried out to the Premises, the Apartment or the complex by virtue of such other circumstances as A.S.R. may reasonably consider requires vacation of the Premises, the Licensee shall vacate the premises within such period as A.S.R. may stipulate PROVIDED THAT alternative accommodation is made available to the Licensee by A.S.R. for the period for which A.S.R. requires vacation of the premises or the Apartment by the Licensee. **A.S.R. shall not be liable for** any loss, costs or expenses suffered by the Licensee by reason of vacation of the Premises or the Apartment in accordance with this clause.
28. To inform A.S.R. immediately of any emergency or situation requiring urgent attention. Outside of office hours assistance in any emergency should be sought at the Security hut. Subject to the foregoing not to disturb the Security officer with routine inquiries that can be attended to during office hours at the Complex Administration Office.
29. The security of each apartment is the responsibility of the residents. Apartment and bedroom doors MUST be closed at all times. Windows MUST be locked when vacating a room/apartment. Doors can't be left on the latch. Please contact A.S.R. immediately if you have concerns over your apartment's security.
30. To leave the Premises in a clean and orderly condition and to remove all personal effects and belongings there from and not later than the agreed time on the day of departure. Any such personal effects or belongings so left in or on the Premises or the Apartment or in or on the Complex after that time shall be disposed of by A.S.R. at its discretion without incurring any liability to the Licensee.

31. Subject to compliance with the terms and conditions herein, Caution money will be refunded to the Licensee upon termination of this Licence and after the Premises has been vacated provided that the terms and conditions have been complied with in full, and upon receipt by A.S.R. of all keys and security cards issued to the Licensee. Refunds are issued after one month of departure.
32. A.S.R. IS EXONERATED FROM ALL LIABILITY FROM ANY LOSS OF VALUABLES OR PERSONAL BELONGINGS KEPT IN OR ON THE PREMISES, THE APARTMENT OR THE COMPLEX WHICH SHALL REMAIN AT THE SOLE RISK OF THE LICENCEE.
33. In event of the breach of any of the terms and conditions herein contained A.S.R. may at its sole discretion revoke forthwith this Licence and the Licensee shall vacate the premises on being given 24 hours prior notice in writing, without prejudice to any other rights of A.S.R. arising out of the breach of the terms and conditions of the license or otherwise.
34. Not to be participate in any incident which may be deemed by ASR as a breach in this license agreement.
35. To be bound by driving safety regulations at all times and to park at locations as directed by a member of staff/security personnel when requested to do so.
36. To respect all Corrib Village staff as well as Security personnel at all times & to comply with any request or instruction issued by Corrib Village Staff or Security Personnel as they see fit to maintain the safety & security of all residents.

I have read the above schedules and understand they constitute part of the Licence Agreement.

X _____ X _____
LICENSEE (applicant's signature) DATE

THIRD SCHEDULE

STUDENTS PLEASE NOTE THAT THE THIRD SCHEDULE (INVENTORY OF CONTENTS) OF THE LICENCE AGREEMENT WILL BE FURNISHED TO YOU UPON ARRIVAL TO THE RESIDENCE. AFTER YOUR INSPECTION OF THE PREMISES AND CONTENTS YOU WILL BE REQUIRED TO SIGN IT AND RETURN IT TO THE LICENSOR, WITHIN 3 DAYS OF YOUR ARRIVAL/RECEIPT OF KEY.

GUARANTEE

I, _____ (CAPS), at the request of _____
("The Guarantor" parent /guardian) ("The Licensee")

and in consideration of the grant of the within Licence by ATALIA STUDENT RESIDENCES Limited (" A.S.R.") to the Licensee HEREBY COVENANT with A.S.R. that the Licensee will pay the Licence fee, Electricity Supply Board ("E.S.B.") Deposit and Charges and any other outgoings or charges hereinbefore reserved on the dates and in the manner hereinbefore specified and will perform and observe all the Licensees covenants and conditions hereinbefore contained and in case of any default by the Licensee in respect of such payments or in the observance or performance of such covenants and conditions aforesaid I will pay and make good to A.S.R. on demand all and any losses, damages, costs, charges, and expenses thereby arising or incurred by or levied on the Licensee PROVIDED ALWAYS AND IT IS HEREBY AGREED that any neglect or forbearance of A.S.R. in endeavouring to obtain payment of the said payments hereinbefore observed when the same become payable or in enforcing the performance of the covenants and conditions hereinbefore on the Licensees part contained to be observed and performed and any time which may be given to the Licensee by A.S.R. shall not release or exonerate or in any way affect my liability hereunder and FURTHER PROVIDED ALWAYS that A.S.R. at its absolute discretion apply the balance (as hereinbefore defined) in partial or full satisfaction of any claims against the Licensee or myself.

SIGNED BY THE SAID: X _____ (parent / guardian)
("THE GUARANTOR")