



UNIVERSITY OF
LINCOLN

Accommodation Application Guide

Getting Started

This helpful guide has been designed to help walk you through each step of submitting an accommodation application, for a University-managed room, at the University of Lincoln.

Before getting started, you will need to have the following:

1) Student ID Number

You will need your 8-digit student ID number; this can be found on your course offer letter, or at the top of emails from the University relating to your offer.

2) Firm Choice

You must have made the University of Lincoln your firm choice on UCAS to apply for accommodation, giving enough time for the system to update before making an application.



DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Finding The Booking Portal

Once you have accepted your course offer to study at the University of Lincoln, you will receive our 'Apply for Accommodation' email.

Due to system updates, this email can take up to three working days to come through.

Make sure to check your SPAM folder if you have not received the email in your main inbox.

Still not received an email? The Booking Portal can be found on the University website or by scanning the QR code.



DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN



UNIVERSITY OF
LINCOLN

Applying for Accommodation

Applying for Accommodation

1) Home Page

If this is your first time applying for accommodation, you will need to create an account. Click on the “Register” or “New User” button to be taken to the registration page.

2) Registering Your Account

If you receive an error message, make sure to clear your cache and cookies on your web browser.

If you already have an Accommodation Account, you can log in here.



DO MORE. BE MORE.



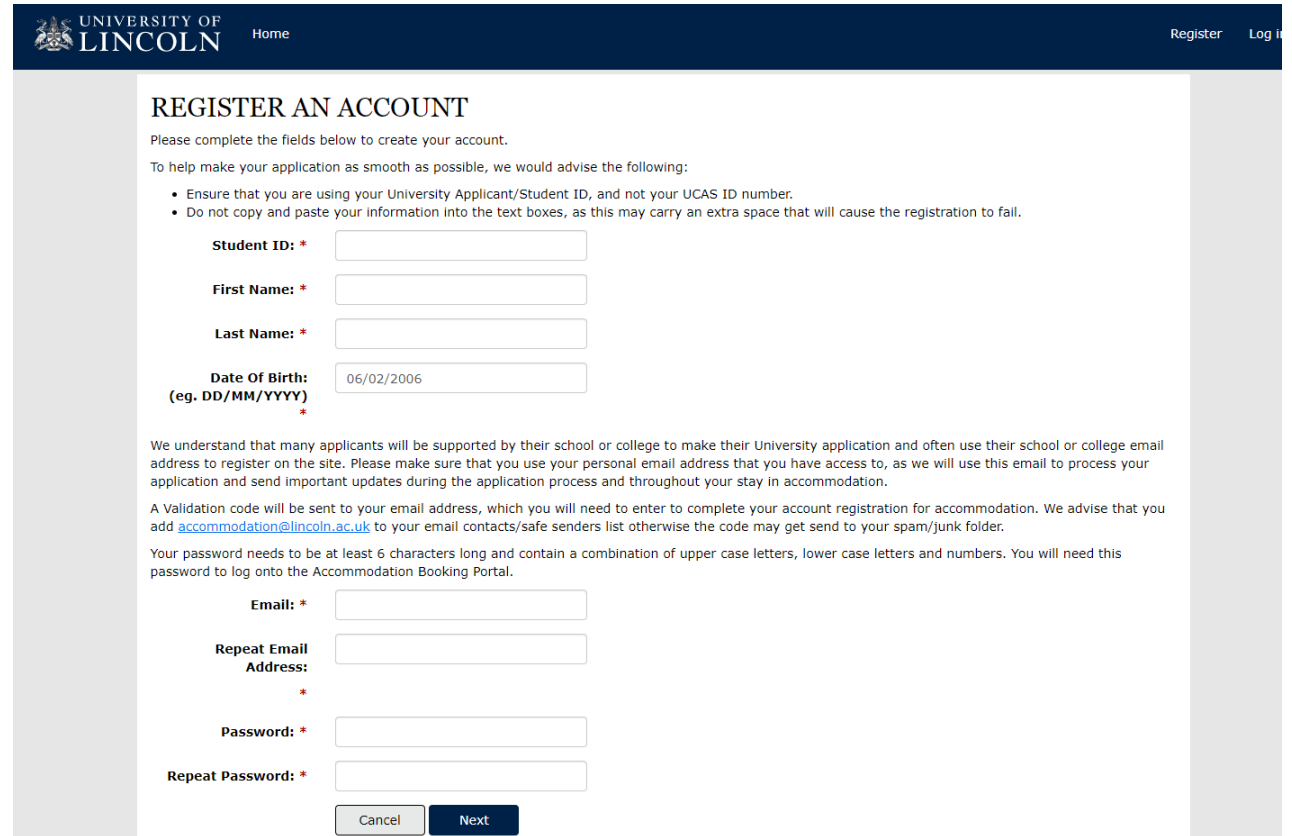
UNIVERSITY OF
LINCOLN

Applying for Accommodation

2) Registering Your Account

Enter your personal details, making sure to not copy and paste into the fields, as this can leave blank spaces.

We recommend using your personal email address, and not a school email as this will be used to contact you about your accommodation, right up to the day you collect your key.



The screenshot shows the 'REGISTER AN ACCOUNT' page on the University of Lincoln website. The page has a dark blue header with the university logo and 'Home' link on the left, and 'Register' and 'Log In' links on the right. The main content area is white and contains the following text and form fields:

REGISTER AN ACCOUNT
Please complete the fields below to create your account.

To help make your application as smooth as possible, we would advise the following:

- Ensure that you are using your University Applicant/Student ID, and not your UCAS ID number.
- Do not copy and paste your information into the text boxes, as this may carry an extra space that will cause the registration to fail.

Form fields include:

- Student ID:** * [text input]
- First Name:** * [text input]
- Last Name:** * [text input]
- Date Of Birth:** (eg. DD/MM/YYYY) * [text input with value 06/02/2006]
- Email:** * [text input]
- Repeat Email Address:** * [text input]
- Password:** * [text input]
- Repeat Password:** * [text input]

Additional text on the page:

We understand that many applicants will be supported by their school or college to make their University application and often use their school or college email address to register on the site. Please make sure that you use your personal email address that you have access to, as we will use this email to process your application and send important updates during the application process and throughout your stay in accommodation.

A Validation code will be sent to your email address, which you will need to enter to complete your account registration for accommodation. We advise that you add accommodation@lincoln.ac.uk to your email contacts/safe senders list otherwise the code may get sent to your spam/junk folder.

Your password needs to be at least 6 characters long and contain a combination of upper case letters, lower case letters and numbers. You will need this password to log onto the Accommodation Booking Portal.

Buttons: Cancel, Next

DO MORE. BE MORE.



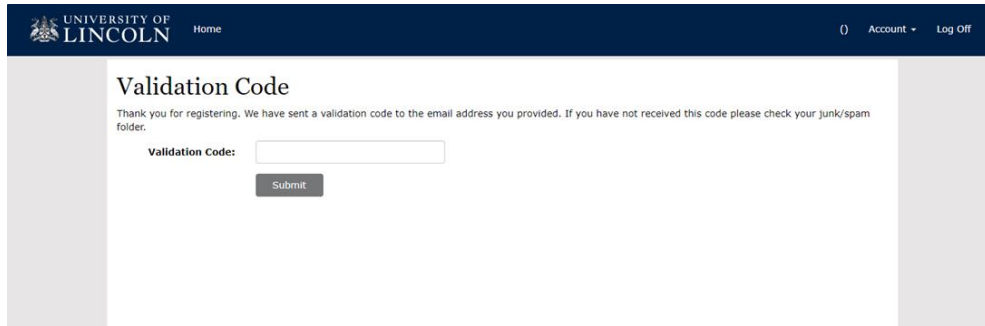
UNIVERSITY OF
LINCOLN

Applying for Accommodation

3) Registration Email

Once you have registered, you will be taken to the "Validation Code" screen, where a code will be sent to you via email.

You will need to enter the Validation Code to complete your registration.



The screenshot shows the University of Lincoln website header with the logo and navigation links. Below the header, the page title is "Validation Code". A message reads: "Thank you for registering. We have sent a validation code to the email address you provided. If you have not received this code please check your junk/spam folder." Below this message, there is a form with a label "Validation Code:" followed by a text input field and a "Submit" button.

Registration for the Accommodation Bookings system at the University of Lincoln



University of Lincoln <accommodation@lincoln.ac.uk>

To [REDACTED]

Dear [REDACTED]

Applicant ID: [REDACTED]

Your registration for the Accommodation Bookings system at the University of Lincoln has been successful.

Please find below your validation code which will verify your account.

Validation code: [REDACTED]

You will only need to enter this code when logging in for the first time.

Once you have verified your account, you will be able to complete and submit your application for accommodation.

If you have any questions, please email us on accommodation@lincoln.ac.uk, or call us on 01522 886231.

Accommodation Services
University of Lincoln

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

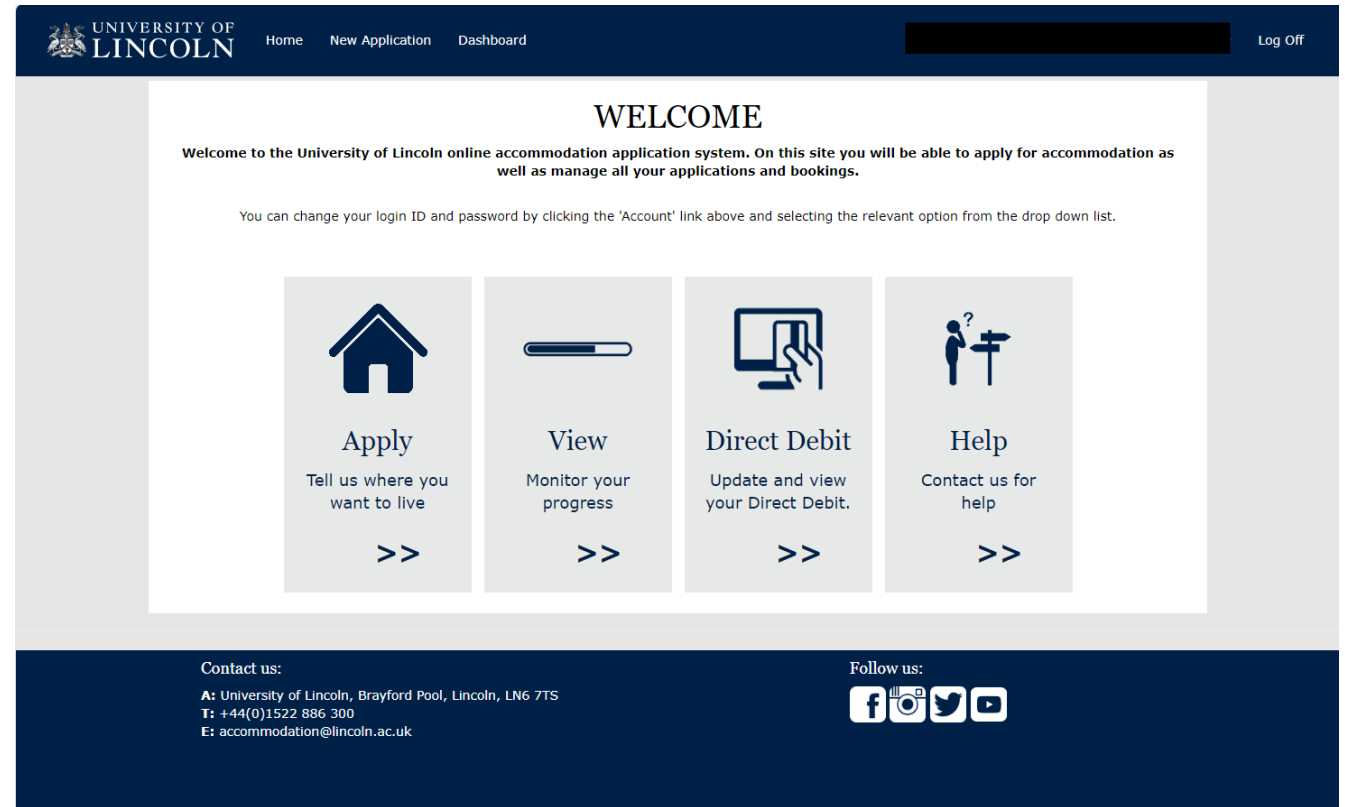
Applying for Accommodation

4) Accommodation Dashboard

This is your Accommodation Dashboard.

From here, you can:

- Apply for Accommodation
- View your Accommodation Application process
- Update and view your Direct Debit
- Contact Us for support



The screenshot shows the University of Lincoln Accommodation Dashboard. At the top, there is a dark blue navigation bar with the University of Lincoln logo, the text 'UNIVERSITY OF LINCOLN', and links for 'Home', 'New Application', and 'Dashboard'. A 'Log Off' link is located in the top right corner. The main content area is white and features a 'WELCOME' heading. Below the heading, a paragraph states: 'Welcome to the University of Lincoln online accommodation application system. On this site you will be able to apply for accommodation as well as manage all your applications and bookings.' A second paragraph says: 'You can change your login ID and password by clicking the 'Account' link above and selecting the relevant option from the drop down list.' The dashboard contains four main action buttons: 'Apply' (with a house icon), 'View' (with a progress bar icon), 'Direct Debit' (with a hand pointing to a screen icon), and 'Help' (with a person and question mark icon). Each button includes a brief description and a '>>' arrow. At the bottom, there is a dark blue footer with contact information and social media icons.

UNIVERSITY OF LINCOLN Home New Application Dashboard Log Off

WELCOME

Welcome to the University of Lincoln online accommodation application system. On this site you will be able to apply for accommodation as well as manage all your applications and bookings.

You can change your login ID and password by clicking the 'Account' link above and selecting the relevant option from the drop down list.

- Apply**
Tell us where you want to live >>
- View**
Monitor your progress >>
- Direct Debit**
Update and view your Direct Debit. >>
- Help**
Contact us for help >>

Contact us:
A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS
T: +44(0)1522 886 300
E: accommodation@lincoln.ac.uk

Follow us:
f i t y

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

5) Accommodation Type

On this screen, you will need to select the type of student you are.

- **New Undergraduate:** You are a new student, and it will be your first-year studying.
- **Returning Undergraduate:** You are currently enrolled and are returning for a new year of study.
- **Semester Only/Part Year Study Abroad:** you will be studying at the University of Lincoln for One Semester only.
- **Postgraduate:** you will be studying a Postgraduate course.
- **Semester B Postgraduate:** you will be a Semester B entry Postgraduate student.



DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

6) Session

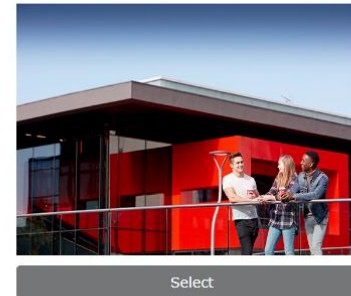
The “Session” is the academic year of study that you will be needing accommodation for.

Click on the session you are needing accommodation. For September 2024 bookings, select 2024 – 2025.

You can stay in University-managed accommodation for each year of your studies.



2023-2024



DO MORE. BE MORE.



**UNIVERSITY OF
LINCOLN**

Applying for Accommodation

7) Accommodation Developments

On this page, you will be able to view the six accommodations. Select the “More Information” button for further information.

You can select to see/unsee when a development’s application limit is reached.

Select the “Site” tab to filter accommodation by location and room type.

The screenshot shows the University of Lincoln's accommodation search interface. At the top, there is a navigation bar with the university logo, 'Home', 'New Application', 'Search', and 'Dashboard' links. On the right, there are links for 'Account' and 'Log Off'. Below the navigation bar, there are two dropdown menus for 'Site:' and 'Room Type:', and a checkbox labeled 'Show Preferences with Application Limit Reached' which is checked. A 'Search' button is located below these filters. The main content area displays three accommodation listings under the heading 'Search'. Each listing includes a title, a brief description, a photograph of the building, and details about room types and accommodation periods. The first listing is 'St Marks Student Village' (1222 Bedrooms - En-Suite Rooms) with room types 'En-Suite' and accommodation periods 'Semester B'. The second listing is 'Lincoln Courts @ Brayford Student Village' (715 Bedrooms - En-Suite and Non En-Suite Rooms) with room types 'Non En-Suite' and 'En-Suite', and accommodation periods 'Semester B'. The third listing is 'Lincoln Courts Value @ Brayford Student Village' (322 Bedrooms - En-Suite and Non En-Suite Rooms). Each listing has a 'More Information' button.

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

8) More Information and Applying *Part One*

Once you have clicked on the “More Information” tab, you can see the location of the development alongside facilities and images.

Scan the QR code below to view 360 Accommodation Tours.



A screenshot of the University of Lincoln website. The top navigation bar includes the university logo, 'Home', 'New Application', 'Search', 'Dashboard', a search bar, and 'Account' and 'Log Off' options. The main content area is titled 'St Marks Student Village' and includes a 'Map' button. Below the title is a descriptive paragraph and a bulleted list of features: 1372 en-suite rooms, off-campus city-centre location, university-managed accommodation, free WiFi, launderette facilities, kitchen lounges with kitchen areas, benches, and TVs, possessions insurance, cycle racks, and inclusion of all utility bills. At the bottom of the page, there is a 360-degree photo viewer showing an outdoor courtyard area and a Google Maps view of the location near the University of Lincoln and Brayford Island.

DO MORE. BE MORE.



**UNIVERSITY OF
LINCOLN**

Applying for Accommodation

9) More Information and Applying *Part Two*

Some developments will have different room types.

Check which one is right for you, then click the “Apply” button on the right.

You can apply for different room types of the same development if you wish.

You will need to have select four rooms, in preference order, to continue the application.

Room Type	Accommodation Period	Start Date	End Date	Total	
Classic En-Suite	Semester B	21/01/2024	02/06/2024	£2,831.00	Apply
Deluxe En-Suite	Semester B	21/01/2024	02/06/2024	£3,078.00	Apply

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

10) Preferences

Once you have selected enough choices of developments, the “Next” box will become visible, allowing you to move onto the next page.

You can select the same development more than once, with different room types.

Select the “Move Up” or “Move Down” buttons to change your preference order.

The screenshot shows the 'Preferences' page of the University of Lincoln accommodation application system. The page header includes the University of Lincoln logo and navigation links: Home, New Application, Search, and Dashboard. On the right, there are links for 'Account' and 'Log Off'. The main content area is titled 'Preferences' and contains a message: 'You have added the maximum number of preferences, you must delete one before you can add another.' Below this, instructions state: 'These are your selections in order of preference. You can adjust the order of preference using the move up/move down buttons in the order column. You will need to put down several accommodation options, until the "Next" button appears. Once you have submitted your application, you will no longer be able to change the order of your preference.'

Area	Room Type	Accommodation Period	Start Date	End Date	Order	Delete
Valentine Court	Classic En-Suite	Semester B	21/01/2024	02/06/2024	Move Down	Delete
St Marks Student Village	En-Suite	Semester B	21/01/2024	02/06/2024	Move Up	Delete

At the bottom of the table area, there are two buttons: 'Add Another' and 'Next'.

The footer of the page contains contact information: 'Contact us: A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS; T: +44(0)1522 886 300; E: accommodation@lincoln.ac.uk'. It also includes social media icons for Facebook, Instagram, Twitter, and YouTube, with the text 'Follow us:' above them.

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

11) Further Details

On this page you will be able to select your preference of gender allocation.

You are encouraged to share details of any medical conditions that may affect your accommodation allocation, here also.

When you are happy with your choices, please select “Next” to move on to the next screen.

The screenshot shows the 'Further Details' page of the University of Lincoln accommodation application. The page has a dark blue header with the university logo and navigation links: Home, New Application, Search, and Dashboard. On the right side of the header, there are links for 'Account' and 'Log Off'. The main content area is white and contains the following text:

Further Details

Please answer the following questions which will assist us when allocating your accommodation.

Please note: When allocating accommodation, we are unable to guarantee that we will be able to accommodate all requests and preferences. Should you have any questions regarding how your requests and preferences will be treated, please email accommodation@lincoln.ac.uk.

If you wish to specify additional preferences like friend requests or preferences within a building (e.g. if you wish to be placed on the ground floor etc.) then you will be able to do this when you accept your offer of accommodation. If you are allocated to university managed accommodation then you will be able to add this during the online accommodation agreement acceptance.

The form is divided into two sections:

- Preferences:** A dark blue header. Below it, the text 'Please select your preference of gender within your apartment:' is followed by a dropdown menu with 'Prefer Mixed Gender' selected.
- Attributes:** A dark blue header. Below it, the text 'Do you have any medical condition/disability that may affect your allocation of accommodation *' is followed by a dropdown menu with 'Yes (please state)' selected and an empty text input field with an asterisk.

At the bottom of the form, there are two buttons: 'Back' and 'Next'.

The footer of the page is dark blue and contains the following information:

Contact us:
A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS
T: +44(0)1522 886 300
E: accommodation@lincoln.ac.uk

Follow us: [Facebook icon] [Instagram icon] [Twitter icon] [YouTube icon]

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

12) Application Summary

On this page you can view your Accommodation Application.

To make any changes, please select the “Edit” button.

Once you are satisfied with your Accommodation Application, please select “Submit” to go to the final submission page.

APPLICATION SUMMARY

Below are the details of your accommodation application.

Application Id 02740
Session 2022-2023
Pathway: UK Student
Application Date 03/02/2022
State Complete but not Submitted
Payer Category New Undergraduate Student
Course Type Undergraduate
Gender Preference Prefer Mixed Gender

Preferences Edit

These are your accommodation choices in order of preference.

You will be able to adjust the order of your preferences while your application is at the 'Complete But Not Submitted' state. Once you have submitted your application and it is at the 'Awaiting Verification' state, you will no longer be able to change the order of your preferences.

Priority	Area	Room Type	Accommodation Period	Start Date	End Date	Periods
1	Lincoln Courts @ Brayford Student Village	En-Suite	46 Weeks	25/09/2022	13/06/2023	Show
2	St Marks Student Village	En-Suite	46 Weeks	25/09/2022	13/06/2023	Show
3	Cygnets Wharf @ Brayford Student Village	En-Suite	40 Weeks	25/09/2022	02/07/2023	Show
4	The Gateway @ St Marks Student Village	En-Suite	46 Weeks	25/09/2022	13/06/2023	Show

Attributes Edit

Below are the attributes you have chosen for your application.

Name	Answer	Comment
Do you have any medical condition/disability that may affect your allocation of accommodation	No	

Privacy Statement

Please find below a link to our Privacy Notice.

[Privacy Notice](#)

Delete Back Submit

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

13) Submit Your Application

Read the information thoroughly, including the Privacy Notice.

When you are ready, you will need to tick the box confirming that you have read the Privacy Notice.

You can then submit your Accommodation Application.

The screenshot shows the 'SUBMIT APPLICATION' page on the University of Lincoln website. The page has a dark blue header with the university logo and navigation links: Home, New Application, Search, and Dashboard. On the right side of the header, there is a search bar and links for 'Account' and 'Log Off'. The main content area is white and contains the following text:

SUBMIT APPLICATION

To submit your application, please tick the box to confirm that you have read the Privacy Notice and click the 'Yes' button below.

If you do not wish to submit your application at this time, please click the 'No' button below to save the application as 'Complete But Not Submitted' and you will be able to log in at a later date to submit the application.

You will be able to adjust the order of your preferences while your application is at the 'Complete But Not Submitted' state. Once you have submitted your application, you will no longer be able to change the order of your preferences.

Please note: The date your application is received is recorded when you submit the application and not when it is at the 'Complete But Not Submitted' state.

I confirm I have read the Privacy Notice. [Privacy Notice](#)

Below the text are two buttons: 'No' (light grey) and 'Yes' (dark blue).

The footer of the page is dark blue and contains contact information on the left and social media icons on the right.

Contact us:
A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS
T: +44(0)1522 886 300
E: accommodation@lincoln.ac.uk

Follow us:
Icons for Facebook, Instagram, Twitter, and YouTube.

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Applying for Accommodation

14) Application Submitted

You have submitted your Accommodation Application.

Remember to check your emails, as within three working days you will receive an email from Accommodation Services asking you to accept your offer and secure your Accommodation.

Application Submitted

Thank you for submitting your application for accommodation.

Please click [here](#) to return to the dashboard to review your applications.

If you would like to find out further information about the accommodation application and allocation process at the University of Lincoln then please visit <https://accommodation.blogs.lincoln.ac.uk/accommodation-journey/>

For Prospective first year students applying for September, please note that you will not receive any further correspondence regarding your accommodation application until August and your application will stay in the 'awaiting verification' state until this time. Please don't worry, this is completely normal!

If you have any further questions then check out our F.A.Q section on our accommodation blog <https://accommodation.blogs.lincoln.ac.uk/frequently-asked-questions/>

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN



UNIVERSITY OF
LINCOLN

Accepting Your Room Offer

Securing Your Accommodation

1) Check Your Email

Within three working days of making an accommodation application, you will receive an email from Accommodation Services offering you a place in a University-managed accommodation.

There will be a deadline, specified on the email, to how long the offer is valid. If this time is exceeded, you will need to apply again.

To begin the process of securing your room, click on the 'Accommodation Booking Portal' link.

Dear [PV:FORENAME] [PV:SURNAME],

Student ID: [pv:studentid]

Thank you for your application for accommodation. We are pleased to offer you a place in University managed accommodation. You can now log into your account to view and accept the offer as well as make an initial payment if necessary.

Please login to your [Accommodation Booking Portal](#), select 'Dashboard' at the top of the page, view the offer and follow the instructions provided.

This offer is valid for 5 days. You must accept the offer within this time and, if necessary, make an initial payment to secure your place in halls.

If you are not happy with your offer, please contact us as soon as possible to discuss your options. If your preferred option is fully offered, you can request to join a waiting list. However, you would need to reject your current offer which will then be offered to another student. We can't guarantee that a room will become available but we do receive cancellations and you may still be successful in your first choice of accommodation.

If you have any questions regarding your offer of accommodation, please contact us at accommodation@lincoln.ac.uk or call us on 01522 886300.

We look forward to welcoming you to the University of Lincoln!

Accommodation Services
University of Lincoln

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

2) View Your Offer

On the Booking Portal dashboard, select 'View' to see your accommodation offer.

Your room offer will be listed next to the year of study section you chose in the application stage, as seen in the image. The contract length will also be displayed here.

Click 'Accept' to proceed to the next step of securing your room.

2023 Summer	You have no bookings or applications for this session	
2023-2024	We are waiting for you to accept your room offer.	<input type="button" value="Accept"/>
	St Marks Student Village Arriving 17/09/2023 Departing 04/08/2024	Room Offer made 06/02/2024, Awaiting Response Application allocated 06/02/2024
2022-2023 Car Parking	You have no bookings or applications for this session	
2022 Summer	You have no bookings or applications for this session	
2022-2023	You have no bookings or applications for this session	

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

3) Room Offer Summary

This page shows a summary of the room offer that you are about to accept.

Once you have read the offer type and are happy, click the 'Next' button.

1 Offer 2 Key Facts 3 Terms & Conditions 4 Notes 5 Payment Arrangements 6 Finish

Summary

Booking Reference: 81839
Offer made on: 06/02/2024
Offer expires on: 11/02/2024
Allocation: St Marks Student Village
Address: St Marks Student Village, Lincoln, LN6 7TW
Room type: En-Suite
Licence: 46 Weeks
Dates: 17/09/2023 - 04/08/2024
Price: £7,820.00

Next

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

4) Key Information

It is important to read the key information detailed on this page, ensure you are happy with your room selection, and complete the process before the offer expires.

- 1 Offer
- 2 Key Facts
- 3 Terms & Conditions
- 4 Notes
- 5 Payment Arrangements
- 6 Finish

Please read the following before continuing

Before deciding whether to accept your offer of accommodation, please check you are happy with all the details of the offer and the Standard Terms and Conditions for Student Accommodation provided by University of Lincoln (which we call the "T&Cs").

The information in this offer and in the T&Cs will form the basis of a legally binding contract between you and the University, so please make sure you are willing to make that commitment before you accept.

If you decide not to accept, please tell us as soon as you can, so that your place can be offered to another student.

You will need to confirm your acceptance of this offer in order to secure your accommodation.

Don't delay!

If you have not accepted the offer by the expiry date shown in the previous 'Summary' section, the offer will expire. You would then need to re-apply if you wanted to live in University accommodation.

Now is a good time to check our [website](#) to make sure this offer is right for you.

Please click 'Next' below to progress to the 'Terms & Conditions' section.

Cancel Back Next

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

5) Terms and Conditions

Take time to read through the Terms and Conditions, and the Privacy Notice, contacting the Accommodation Services team to ask anything you are unsure of.

By ticking the 'Electronic Signature', you are accepting the Accommodation Contract and agreeing to the Terms and Conditions. This is an electronic signature. You will be legally bound to them once you have accepted the offer.

1 Offer 2 Key Facts 3 Terms & Conditions 4 Notes 5 Payment Arrangements 6 Finish

The terms and conditions of your booking

Please read the T&Cs in full before accepting, because you (the occupant) will be legally bound by them once you accept this offer. There is [no](#) cooling-off period during which to change your mind after you accept. However, if you are a student with a conditional offer and you do not join the University, you will be released from your contract and all obligations will cease. If there is anything in the T&Cs you don't understand, ask someone with experience of renting to help you, or contact the Accommodation Office at accommodation@lincoln.ac.uk, before accepting.

It is recommended that you print a copy of this offer and the T&Cs for your own records. You can do this once you have accepted your offer in the 'Dashboard' and clicking 'View my Contract' and 'Terms and Conditions'.

Checklist

- Happy with the details given in this offer?
- Have you read the T&Cs?
- Asked for help if needed?
- Are you ready to make your first payment?

How to accept this offer

If you accept the terms of the offer and the T&Cs (click the link below to view), tick the box below and click the 'Accept and Sign' button at the bottom of the page. This will take you to the 'Payment Arrangements' section.

Your offer will only be accepted once you have completed the payment arrangements.

[Terms and Conditions](#)
[Privacy Notice](#)

Electronic Signature

By ticking this box and clicking 'Accept and Sign', you agree to sign this contract using an electronic signature and agree to our terms and conditions. You confirm that you are [redacted] and you are logged into this page using [redacted]. We will send you a copy of these terms and conditions by email, and we will store a secure and non-editable copy of them. You can access these documents at any time by logging into this portal and retrieving your contract details from your dashboard. The documents we send and store include a summary of your contract which confirms the date and time you have accepted this offer.

Cancel Back Accept & Sign

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

6) Share Requests

In this free text box, you can put down the full name and Student ID number of people that you know that you would like to live with. All students must list each other's names to be considered.

This cannot be guaranteed but will be considered when allocating rooms.

Click the 'Next' button to continue.

1 Offer 2 Key Facts 3 Terms & Conditions 4 Notes 5 Payment Arrangements 6 Finish

Share Requests

Please enter the full name and the University of Lincoln Student ID number of the student/s living in the same hall of residence as you who you would like to be placed in the same apartment with in the box below.
*For friend requests to be taken in to consideration then all students must specify each other's names.

Where possible, the University will take these into account when allocating to specific rooms, but please note that we cannot guarantee that we will be able to fulfil any of these additional accommodation preferences.

Cancel Back Next

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

7) Payment Arrangements

This page shows the type of payment arrangements that can be set up for paying for your accommodation.

Select the option that suits you but, take note that this cannot be changed once submitted.

1 Offer 2 Key Facts 3 Terms & Conditions 4 Notes 5 Payment Arrangements 6 Finish

Payment plan options

- **Default Option** 23/24 - Instalments DD Pay By Direct Debit

	Amount	Due
Rent Instalment 1	£3,910.00	08/02/2024
Rent Instalment 2	£3,910.00	17/04/2024
Total	£7,820.00	
Due Now	£3,910.00	

Select

+ **Option** 23/24 - 1st Instalment Now DD Pay By Direct Debit

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing Your Accommodation

8) Payment Details

Enter your payment details on this screen.

This card will be used to pay for your accommodation fees.

You must have a personal bank/building society account to create a Direct Debit Instruction.

The bank account does not need to be in the name of the person booking the room.

Click 'Next' to continue.

Direct Debit Details

You must have a personal UK bank/building society account to create a Direct Debit Instruction.

These bank details must be completed by the account holder. If you are not the account holder (for instance a parent is paying) please ask the account holder to complete this screen. If the account holder is unavailable you must not complete this page on their behalf. You should contact the finance department on 01522 803120 to make an alternative payment arrangement.

If the account is a joint account that requires BOTH signatures you will not be able to setup the direct debit using the form below. Please contact the finance department on 01522 803120 to make an alternative payment arrangement.

When you have completed the Direct Debit setup an e-mail confirming the details of the direct debit will be sent to the e-mail entered on the form below and the web portal e-mail address (This will be the students login e-mail).

The confirmation e-mails sent will include bank details (including account name, sort code, last 4 digits of the account number and bank name and address) and also the payment details.

For queries please e-mail the finance department at directdebits@lincoln.ac.uk or call 01522 803120.

I am the only person required to authorise debits from this account

Surname

Firstname

Account Name *

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

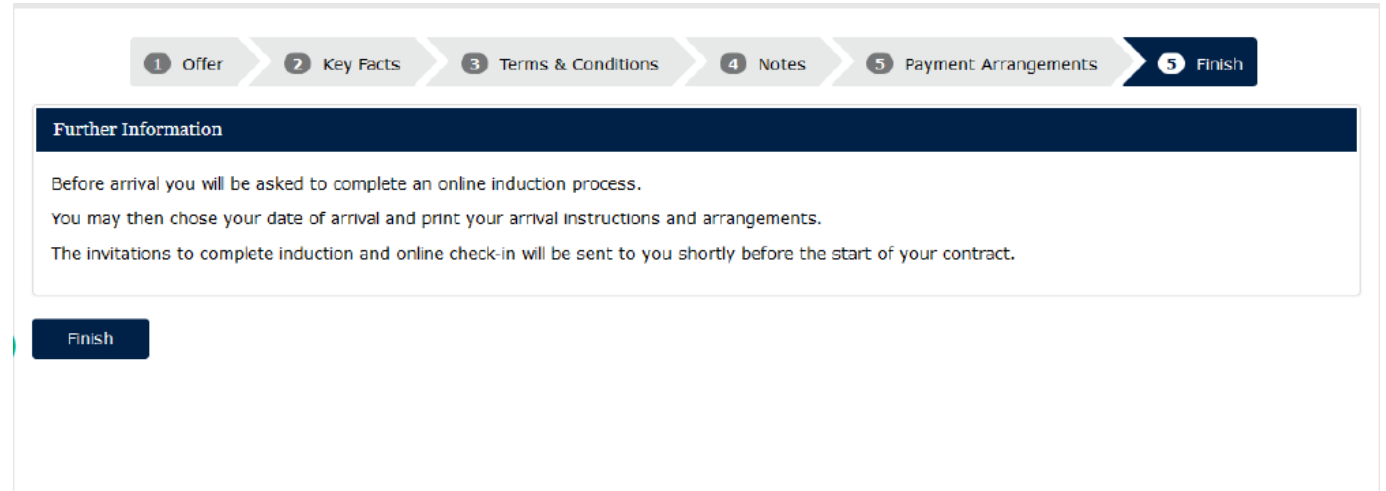
Securing your Accommodation

9) Finish

Before your arrival, you will be asked to complete the online induction.

Notifications that the induction, and arrival information, are live will be sent via email .

Click the 'Finish' button to complete securing your room in University-managed accommodation.



The screenshot shows a progress bar at the top with five steps: 1 Offer, 2 Key Facts, 3 Terms & Conditions, 4 Notes, and 5 Finish. The 'Finish' step is highlighted in dark blue. Below the progress bar is a dark blue header labeled 'Further Information'. The main content area contains the following text:

Before arrival you will be asked to complete an online induction process.
You may then chose your date of arrival and print your arrival instructions and arrangements.
The invitations to complete induction and online check-in will be sent to you shortly before the start of your contract.

At the bottom left of the content area is a dark blue button labeled 'Finish'.

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN

Securing your Accommodation

10) Acceptance Email

You will receive an email confirmation that you have accepted your room offer for your accommodation at the University of Lincoln.

There is a link to join our UniBuddy community where you can meet people staying in your new home-from-home.

Arrival instructions, the induction, and what Block/Apartment/Room will come via email later in the year.

Dear [PV:FORENAME] [PV:SURNAME]

Applicant ID: [pv:studentid]

Thank you for accepting your accommodation at the University of Lincoln.

Please note, this email applies to accommodation only and does not confirm the acceptance of a course offer.

Information, including arrival instructions and what to bring with you to your accommodation will be sent to you prior to arrival.

We look forward to welcoming you to the University of Lincoln. Follow us on social media to find out the latest news and updates as we get ready to welcome you! Why not join our UniBuddy community and meet people staying in your new home-from-home.

[Unibuddy | University of Lincoln](#)

Residence Life

Our ResLife Team are here to support you throughout your stay in university-managed accommodation. Residents can contact the ResLife Team from 6pm-12am every night.

Tel: 01522 835550

Email: Reslife@lincoln.ac.uk

Accommodation Services
University of Lincoln

DO MORE. BE MORE.



UNIVERSITY OF
LINCOLN



UNIVERSITY OF
LINCOLN

[W: Lincoln.ac.uk/accommodation](http://Lincoln.ac.uk/accommodation)

[E: Accommodation@Lincoln.ac.uk](mailto:Accommodation@Lincoln.ac.uk)

T: 01522 886 300