

## Booking Campus Accommodation – Current/Continuing Students

We are pleased to open the booking season for Student Residences Accommodation on Campus for:

### **Academic year 2024-2025**

*Applications are welcome from eligible students who want accommodation for the full academic year only. There is no facility to offer rooms for a single semester or other bespoke occupancy periods. **The Occupation Period for this Booking is a fixed term: 15 Sept 2024 to 07 June 2025** (indicative dates based on academic year)*

#### **Who is an “Eligible Continuing Student”:**

- All students who are in their second or subsequent year of study in an undergraduate or post graduate full-time course provided they have a clear behaviour record with Residence Office and the University.
- This includes international students who are returning to study for the academic year 24-25 having spent a year studying here previously.
- This includes students who are transferring from another HEI to Maynooth University or St Patrick’s Pontifical University.
- This includes students who have deferred a course (including first years who deferred via MU Records Office) and will restart in September 2024.

#### **Booking will be on the basis of Random Selection for eligible continuing students.**

**Please note that the process has changed from previous years. Please read the following carefully so that you do not miss out.**

**Application Stage:** Interested and eligible students should complete the application form which will open on the [Booking Links](#) page from the 08 April 2024 until 19 April 2024. Only those who complete this stage can be included in the random selection for a room booking event. There is no charge at the application stage.

**Random Selection Stage:** We will make a Random Selection from the Applications List to select those who will be invited to book a room on campus on the 30 April 2024. Randomly Selected applicants will be notified by email and will be given a link and time window within which they are invited to book a room. There will be sufficient rooms for everyone who is invited but room type availability (Single Ensuite or Single room with Shared bathroom) will be on a first come first basis.

**This Booking Event** will have a strict time window and it is important that applicants watch out for the email (@mumail accounts only) and act within the time window given. There will be short notice given at this stage so make sure that you are checking for our email (and spam/junk). Avoid SPAM by adding residence.office@mu.ie to your contacts. Invitations to book a room will lapse once the specified time window ends.

Applicants who are not randomly selected to book a room will also be contacted by email and will be retained on the Applications List for a short period of time in case there are cancellations or rooms not taken up. Random selection will apply for all/any further invitations. Once all rooms are booked applicants will be notified and applications closed.

Applicants should ensure that the student's **MU email address** (external domain emails are not valid - for example gmail/outlook etc), **Student number, DOB** and **PPS number** are entered correctly on the application form as these will be used to confirm validity and unique identity of the application before random selection and for our short notice communications.

### Key Dates for the General Continuing Booking 2024/2025

Apply/ Express Interest	08 April 2024 to 5pm 19 April 2024	No Charge at this stage. No room is guaranteed at this stage.
Booking for applicants selected by random selection	30 April 2024(successful applicants will be notified by email on the 26 April)	Booking fee €650. Room guaranteed if randomly selected and room booked within booking window.
Applicants not randomly selected	Notification by email by 26 April	Retained on the waiting list in case there are cancellations or rooms not taken up. Random selection will apply for all/any further invitations.
Check In	15 September 2024	1st Instalment (equivalent of 2 months rent) due prior to check in latest date 30 August 2024

To book your room (at the Booking Event Stage) a non-refundable booking fee of €650, will be requested to be paid as part of the online booking form, on the day of booking. To complete this payment, you will need to have a bank card that allows you to make an online payment. We recommend you use a desktop or laptop to book as booking is not compatible on a phone.

Rooms booked in this way will be governed by the [Booking Terms and Conditions](#) and the [List of Eligibility Criteria](#) until the Licence Start Date when your residency will be governed by your Licence to Reside and Confirmation of Booking Email and the Residential Tenancies Acts.

### Additional Published Schemes:

Students who categorise themselves in the following groups will have the opportunity to follow a separate process as follows:

**Scéim Chónaithe:** EOI open now on the [website](#) and will close: 22 March 2024 at 17.00, Interviews will follow during the week of the 08 April and Booking Day will be **18 April 2024** at 10am.

“Más rud é go bhfuil spéis ag mic léinn bheith ina gcónaí ar an Scéim Chónaithe le linn na bliana acadúla 2024 – 2025, tá fáilte rompu an Fhoirm um Léiriú Spéise a líonadh anois. Beidh fáil ag Oifigeach na Gaeilge agus painéal comhairleach saineolaithe ar an bhfoirm seo agus cuirfidh siadsan gearrliosta le chéile chun go mbeadh daoine áirithe glaoite chun agallaimh. Chun féachaint ar na sonraí ar fad, téigh le do thoil go dtí suíomh gréasáin na hOifige Lóistín atá ar fail [ANSEO](#).

**Students with Disabilities:** EOI is open (and remains open) on the website and the invitation-only booking event for recommended students is scheduled for **16 April 2024** at 10am. Full details and forms can be found on [Additional Requirements/Students with Disabilities](#). Once all allocated rooms are booked applications will continue to be considered but will be subject to availability of rooms.

**Sports Students:** Sports students will book rooms **17 April 2024** at 10am. Your sports co-ordinator has an allocation of rooms on-campus for sports Students. For full details please contact your sports co-ordinator as early as possible if you wish to be considered for rooms on Campus.

**Quiet Zone:** All those interested please complete the QZ application which will open on 11 March 2024 and will close 22 March 2024 at 17.00 (including Priority Re-bookers). Please note that both bookings will be by invitation via random selection. Priority Quiet Zone re-booking (subject to availability) is set for **12 April 2024** and the General Quiet Zone booking will be on **19 April 2024** both at 10am. If you are unsuccessful in the Quiet zone booking you will be included in the random selection for the general continuing booking. For full details and forms click on [The Quiet Zone](#).

## Payment of Accommodation Fees

For full details of the fees applicable for all room types please go to the [Money Matters section](#) of the website.

- Please note that the method of payment for regular monthly instalments is by direct collection from your bank card as designated by you at the time of making your first payment (the Booking Fee and First Instalment are paid by you via the Resident Portal). You will be asked to “Save your Bank Card Details” on the payment screen. Please ensure that you do this at time of booking to retain your booking. A change of bank card can be facilitated at any time - most debit/credit cards are acceptable. This is a secure and safe method of payment as the funds paid will record immediately on your accommodation account and you can check your Financial Statement immediately to keep track.
- Please note we do not accept cheques, cash or bank-to-bank payments. We do not give out the IBAN and BIC of the University Bank Account. We do not issue invoices
- Receipts are available on your residents account in your Rent Book/Financial Statement. This can be accessed using the username and password for your resident account.
- Please ensure that you take note of the amount and due dates of your accommodation fees and arrange your budget and funding well in advance of the timescales set out. Late payment may result in a booking being cancelled or a breach of the Licence to Reside.
- The Licence to Reside can be viewed in advance on your residents account and will be granted at Check-In in September.
- Banking online has become more complex due to security requirements, and you need to keep up to date with the various security requirements of your bank card so that it works well for you when you try to make your payments. For further information on this topic please see our article on the website [HERE](#).

## Eligibility

Please read and understand the eligibility criteria for rooms on campus. Further information can be found in the [General Eligibility for Campus Rooms Booking](#). Rooms booked by students who are ineligible will be cancelled without notice. Refunds may take up to 6 weeks during peak booking periods.

Any questions to [residence.office@mu.ie](mailto:residence.office@mu.ie) Thank you.

**Corla Mansfield**

Residence Officer

Maynooth University Residence Office