

International Lutheran Student Centre

30 Thanet Street  
London WC1H 9QH

Application for residence for the 2011-12 academic year

**IMPORTANT :** Your application will NOT be considered unless you:

- ! Answer all sections and questions completely in CAPITAL LETTERS and do so only on this form in the space provided. If you enclose any sheets that have not been requested they will be disposed of before the application is considered.
- ! Include required references and documents confirming student status and sponsorship, or indicate when they will be provided.

Details of applicant	Religious affiliation
Family name _____ Other names _____ Gender (M/F) _____ Title (Mr/Ms/Mrs/Miss/Other) _____ Date of birth (day-month-year) _____ Nationality _____ Single—married (circle one) Address for correspondence _____ _____ Telephone _____ Mobile _____ Fax _____ Email _____	Are you: <input type="checkbox"/> Lutheran? Name & place of parish: _____ <input type="checkbox"/> Other Christian? Name of denomination: _____ <input type="checkbox"/> Another faith? Name of faith: _____ <input type="checkbox"/> No religion
	Special needs
	Please give details of any disability or serious allergy; or a medical condition that we should advise emergency services about in the event of any relevant incident: _____ _____

Room requirements
Requested arrival & departure dates (day-month-year): _____ to _____ Single room <input type="checkbox"/> Twin room <input type="checkbox"/> I would be willing to live on a mixed-gender corridor <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><b>Note:</b> the Centre does not have facilities for the accommodation of children.</div>

Other contact information
Home address (if different from above) _____ Telephone _____ Email _____ In case of emergency, contact: Name _____ Relationship _____ Telephone _____ Email _____

Course of study
University/Institution _____ Department _____ Address _____ Level of course (example: MA, PhD) _____ Is it full-time? _____ Subject _____ Course start date (day-month-year) _____ Course end date (day-month-year) _____ <b>You must enclose an official document from your institution confirming that you are enrolled on this course.</b>

### Financial information

Briefly describe your financial circumstances in relation to your study plans. \_\_\_\_\_

Approximately how much will you have (in UK currency) to fund your studies and living costs in the next year from:

Scholarship or grant: £

Employer (net available): £

Savings: £

Family: £

Other sources (indicate what they are): £

Total funds available for 2011-12: £

**Subtract fees owed to institution for 2011-12: £**

**Total available for livings costs in 2011-12: £**

*If you will be sponsored by an agency, employer or individual, you must enclose a letter confirming the amount and duration of the award or payment.*

*Couples should indicate the funds available and tuition fees owed for both persons.*

### Personal traits

**(Brief but clear, please. We will only read what is written in these spaces, not additional sheets.)**

Tell us something about yourself: What have been the main influences in your life? What are your career ambitions? In what country do you hope to work? How will your course contribute to your career?

The Centre is an international, multi-cultural community. What talents, skills or interests would **you** be willing to **contribute** to community life at the Centre?

If you have a religious faith, tell us how it influences your life.

*You must enclose a written character reference in English from a recent teacher/tutor, priest/minister/leader in your religious community or senior manager of a hall of residence. (We are not able to accept references from other persons.)*

**You must complete this section only if you are applying for twin room accommodation**

Name of accompanying person \_\_\_\_\_ Nationality \_\_\_\_\_

Date of birth \_\_\_\_\_ Religion \_\_\_\_\_ E-mail \_\_\_\_\_

If accompanying person will be a student, give details of course:

University/institution \_\_\_\_\_

Level of course (example: MA, PhD) \_\_\_\_\_ Is it full-time? \_\_\_\_\_ Subject \_\_\_\_\_

Course start date (day-month-year) \_\_\_\_\_ Course end date (day-month-year) \_\_\_\_\_

**INFORMATION ON RESIDENCE**

If we are able to provide you with accommodation on the basis of a licence agreement, it will not last beyond the end of the academic year. If you wish to stay for a further period, you must apply on the appropriate form. If you, or we, wish to terminate the licence agreement, 6 weeks' written notice must be given to the other party. Please see the 'Licence Agreement, Information for Residents & Terms & Conditions of Residence 2011-12' booklet for full details. If you do not give the required notice, you will be liable for the licence fee for the period for which the notice was not given.

The licence fee for stays of longer than three months in the 2011-12 academic year is £608 per month (single room) or £915 per month (twin room). If you leave before the end of the first three months of your stay (from 1 October 2011 or your actual arrival date if this is later), you will be charged at the short term rate. To secure your booking, you will be asked to pay a booking fee equivalent to one month's licence fee. Upon arrival your booking fee will automatically be converted to licence fee and you will be asked to pay a security deposit equivalent to one month's licence fee. This security deposit may be applied against any arrears of licence fee or damage to our property, and any balance will be refunded to you when you finally leave.

You must pay your licence fee one month in advance. The Centre may increase the licence fee. If the Centre intends to increase the licence fee, it will give you at least 6 weeks' written notice, which will be delivered to your mail box at the Centre.

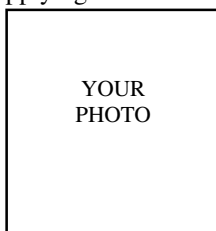
**I wish to apply** for accommodation at the International Lutheran Student Centre for the period stated above. I authorise you to use the information contained in the form and in any documents provided to you in support of my application for accommodation. You may use the information provided for the purpose of deciding whether to grant me accommodation and in allocating me a room.

**Your signature:** \_\_\_\_\_

(If you have not provided an original signature, you will be considered to have agreed to the above by sending this form to us and you will be required to sign this form on arrival.)

**Date (day-month-year) :** \_\_\_\_\_

Please attach a recent passport-sized photograph of yourself (and your accompanying person if you are applying for twin room accommodation).



**Please confirm that you have enclosed:**

- Enrolment document from your institution
- Letter confirming sponsorship (if this applies to you)
- Written character reference in English from one of the specified persons

**Note:** We will inform you of the decision made on your application **by email only**. It is your responsibility to check your email on and near the appropriate notification date (see page 4) and to ensure that your email account, as notified to us, can receive emails and attachments. Hotmail and AOL users: ensure that the Centre's email address is on the 'allow list'.

**Please send your completed application to:** Admissions, International Lutheran Student Centre, 30 Thanet Street, London WC1H 9QH. If you require further information, you may write or contact the Centre on telephone +44 (0)20 7388 4044; fax +44 (0)20 7383 5915; email <ILSCaccomm@lutheran.org.uk>.

**Please note that check-in is available between 8.30am and 10pm (although your room may not be ready before 2pm). If you think you can only arrive later you will need to check with us first as it may not be possible to admit you before the next morning.**

**Please indicate** how you heard about the Centre:  Friend  College  Family  Centre's web site

Other web site (which? \_\_\_\_\_)  Publication (which? \_\_\_\_\_)  Other (where? \_\_\_\_\_)

## Information about the application process and the Centre

Applications for places at the ILSC are considered by an Admissions Panel, who will give preference to students who:

- are full-time postgraduates applying for the full academic year;
- are normally resident in a developing country;
- have limited financial resources (but sufficient to meet their expenses);
- are engaged in academic programmes that will contribute to the development of their societies or the improvement of human welfare;
- have talents, skills, aptitudes or interests that would contribute to the community life of the ILSC;
- are members of Lutheran churches.

Although preference is given to Lutherans, efforts are made to ensure that residents with different religious faiths and views are given places at the Centre. Usually about two-thirds of the residents are Christians from any denomination and about a third are non-Christian. The beliefs of other faith communities are fully respected and the Centre promotes mutual understanding and tolerance among persons of different religious beliefs.

Applicants who do not meet all of these criteria may still be offered a room, depending upon the number of applicants and rooms that are available.

Application forms for an academic year will be available from late April onwards. Applications received by 10 June 2011 will be considered by the Admissions Panel on or near 13 June and successful applicants will be notified before the end of June. Applications received after 10 June will be considered each month by the Admissions Panel. Applicants who are not offered a room may be reconsidered at later meetings of the Admissions Panel.

Applicants are asked to provide details of any disability or serious allergy as the International Lutheran Student Centre may need to allocate certain rooms or make certain adjustments to meet applicants' needs. The International Lutheran Student Centre will retain this information for applicants offered a room as a record of their requirements and may provide this to appropriate staff. Residents will remain responsible for their own health and safety.

Continuation of residence at the International Lutheran Student Centre for further academic years is not automatically granted. Normally residence is for a maximum of three years.

Sensitive information given in this application form is confidential to the Admissions Panel and staff of the International Lutheran Student Centre.

Once we have received your application we will use strict procedures and security to prevent unauthorised access to protect confidential information. Rejected application forms will be destroyed within 6 months of receipt of the application. Accepted applications will be kept on record until 12 months after the end of the applicant's residence, when they will be destroyed.

### **A little information about the Centre:**

The Centre is owned and run by the Lutheran Council of Great Britain, which represents 10 national Lutheran churches with congregations or chaplaincies in Britain. The Centre runs on a bed and breakfast basis which is in operation throughout the year. It has a laundry room; TV room; function room for social activities; Chapel; games room; study room and computer room. Each floor has two showers, two toilets and a kitchen for sharing amongst 10 residents. We provide a duvet, pillow, bed linen and a towel. The kitchen on your floor is fully equipped with pots, pans, crockery, cutlery, toaster, kettle, microwave, oven, fridge and freezer. Each study bedroom is provided with a telephone. Incoming and internal calls plus voicemail are free. Outgoing calls from these telephones have to be pre-paid at the Office. Each resident is provided with a 4Mb symmetric internet connection (4Mb upload and 4Mb download). Upgrades are available for any resident to purchase directly from Keycom. A 10Mb symmetric connection costs £70 per year and a 20Mb symmetric connection costs £100 per year. Before you decide what to pack for your stay in London please bear in mind that the Centre has a very restricted amount of luggage space for residents. In addition to the limited space in the study bedrooms there is a cupboard at the end of each corridor where each resident may store one medium sized item.

**You need to be aware** that the Centre is a community in which the residents share common facilities, are expected to respect the reasonable needs of others, provide most of their own catering and clean up after themselves. While the Centre's staff do clean rooms and other areas on a regular basis, this is a support service and is not intended to replace the responsibility of residents to keep their rooms and common areas clean and tidy.

The ILSC is located just a few minutes walk from King's Cross/St Pancras, Russell Square and Euston underground stations. The area is well served by buses. Many of central London's tourist attractions are within walking distance or just a short underground journey away from the Student Centre. Locally there are plenty of amenities, all of which are only a few minutes walk away. These include supermarkets, dry cleaners, hairdressers, doctors, dentists, bookshops, internet cafes, restaurants, pubs and cafes. The Brunswick, a shopping precinct with well-known shops and eating places, is nearby.

You can see some photos of the Centre, a map and other information on our web site:

[www.ilscentre.org.uk](http://www.ilscentre.org.uk)



Smoking is not permitted in any part of the building, including bedrooms.

*The International Lutheran Student Centre is part of the Lutheran Council of Great Britain, a registered charity (no. 232042) and a company limited by guarantee (no. 557552), with registered offices at 30 Thanet Street, London WC1H 9QH, England.*

*The LCGB is registered as a data controller under the Data Protection Act 1998 (the "Act").*