

# International Lutheran Student Centre

30 Thanet Street  
London WC1H 9QH

## Application for summer and other short-term residence

This form is for periods of residence of more than two weeks and less than three months.

For other periods a different form must be completed.

PLEASE ANSWER ALL QUESTIONS IN CAPITAL LETTERS.

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) Occupation _____ Address for correspondence _____ Telephone _____ 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 _____ _____ _____

Room requirements
I wish to apply for a place from (day-month-year) _____ to _____ Single room <input type="checkbox"/> Twin room <input type="checkbox"/> <b>Note:</b> The centre does not have facilities for the accommodation of children.

Other contact information
Permanent home address (if different) _____ _____ Telephone _____ Fax _____ Email _____ In case of emergency, contact: Name _____ Relationship _____ Telephone _____ Email _____

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 _____

## TERMS OF / INFORMATION ON APPLICATION

The International Lutheran Student Centre (ILSC) hereby gives you notice that the accommodation, if granted, will be of a room that has within the period of 12 months prior to the beginning of your occupation been let to a student under paragraph 8 of Schedule 1 of the Housing Act 1988 and, therefore, possession of the accommodation might be recovered on Ground 4 of Schedule 2 of the Act.

To secure the booking you will be asked to pay a booking fee, equal to one week's licence fee, before the start of your residence. Upon arrival, your booking fee will automatically be converted to licence fee and you will be asked to pay a security deposit equal to one week's licence fee. After appropriate deductions, if any, the remaining balance of this deposit will be returned to you upon departure. Deductions may be made, for instance, to reimburse the ILSC in respect of lost or damaged property, for additional cleaning beyond fair wear and tear and/or in settlement of any monies owed to ILSC. You must pay your licence fee one week in advance.

If you cancel your booking less than one month prior to arrival, the booking fee will not be refunded. If you wish to postpone your arrival date you must give 7 days' written notice and arrive within 7 days of your original arrival date, or remain responsible for the licence fee from the original date. If we cannot accommodate your new proposed dates then your booking will be cancelled and the booking fee may not be refunded as we will have held a room for you. If you wish to end your residence before the date given above, you must give 7 days' written notice to the Administration Manager. 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. We may cancel your booking if you have not arrived within 7 days of your agreed arrival date and the booking fee may not be refunded as we will have held a room for you.

Applicants are asked to provide details of any disability or serious allergy as the ILSC may need to allocate certain rooms or make certain adjustments to meet applicants' needs. The ILSC 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.

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.

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 a room.

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

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

(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.)

**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](mailto:ILSCaccomm@lutheran.org.uk)

Find us on **facebook**: Search for 'International Lutheran Student Centre official page'

**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; student lounge; study room and computer room. Each floor has two showers, two toilets and a kitchen for sharing between 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 has a telephone. Incoming and internal calls plus voicemail are free. Outgoing calls have to be prepaid 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 20 Mb symmetric connection costs £100 per year.

The ILSC is located just a few minutes walk from King's Cross/St Pancras, Russell Square and Euston underground stations. 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 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.

**Please note that check-in is available between 8.30am and 10pm (although your room may not be ready before 2pm).**

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

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

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.



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