

Accommodation Booking Process Guide

- 1 This guide will walk you through the process of booking accommodation here at the University of Lincoln.
- 2 You must have accepted an offer (Conditional/Unconditional) to study at the University before you will receive the Apply for Accommodation email.
- 3 At the end of the guide there is an Frequently Asked Questions (FAQ) page which may answer some of the questions you have that were not covered in the guide itself.
- 4 If you have any additional questions or concerns that are not covered in this guide, then please contact us at accommodation@lincoln.ac.uk

Dear [REDACTED]

Applicant ID: [REDACTED] 1

We are delighted to hear that you have applied to study at the University of Lincoln.

Applying for accommodation is simple, just click the link below to register. You can choose from a wide range of accommodation, all of which is on, or a short walk from, our city-centre campus.

[Apply for accommodation here!](#) 2

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

- Please make sure that you use a personal email address that you can access through the allocation period and not your school or college email address.
- Ensure that you are using your University Applicant ID (displayed at the top of this email) 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.
- If you do not receive your Validation Code within 30 minutes, please check your Junk/Spam folder before contacting the University using the email address below.

If you have any questions about how to apply, please contact us at accommodation@lincoln.ac.uk and we will be pleased to help.

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

Best wishes,

University of Lincoln
Accommodation Services

- 1 Once you have applied to study at the University of Lincoln you will receive your Applicant ID which is used to register an Accommodation Account.
- 2 Clicking here will take you to the accommodation booking site.

Apply Now

Search for accommodation

Search



Already Registered? >>

New User? >>

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service@

1 If you have not got an Accommodation Account, you can register one here.

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

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.

Applicant ID: *

First Name: *

Last Name: *

Date Of Birth: *
(eg. DD/MM/YYYY)
*

1

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 a personal email address that you can access through the allocation period to avoid any delays.

We would advise you to add occam@lincoln.ac.uk to your email contacts/safe senders list, as a validation code will be sent to you via email to complete your account registration.

Your password needs to be at least 6 characters long.

Email: *

Repeat Email Address: *
*

Password: *

Repeat Password: *

Cancel

Next

2

1 Please enter your personal details. Remember not to copy and paste into the fields as this can leave blank spaces.

2 You should enter an email address that you will have access to.



Validation Code

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.

Validation Code:

1

Submit

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

1

You should enter your Validation Code here that you receive in an email, and then click Submit.

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]

1

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

1

You will need to enter this validation code in order to complete your account registration.

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 886 231 / +44(0)1522 886 198
E: accommodation@lincoln.ac.uk
© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

- 1 To make a new accommodation application click on Apply.
- 2 You can view any applications/offers that you may already have here.



Returning Undergraduate

I am currently enrolled on a course at Lincoln.



Select

Part Year Study Abroad

I will be attending for one semester only.



Select

New Undergraduate

This will be my first year studying an undergraduate course in Lincoln.



Select

Postgraduate

I will be studying a postgraduate course in Lincoln.



Select

1

New BMBS Medicine

This will be my first year studying a BMBS Medicine course in Lincoln.



1 You should select the application type that applies to you.

1 Application Type

2 Session

3 Pathway

2021-2022



Select

1

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

1 Select the session that you will be attending.

1 Application Type

2 Session

3 Pathway

UK Student

I am a new undergraduate UK student.



Select

1

Overseas Student

I am a new undergraduate overseas student.



Select

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service@

1 Select the Pathway that applies to you.

2

Site: Room Type:  Show Preferences
with Application
Limit Reached

Search

Search

St Marks Student Village

Situated on St Marks - 1081 Bedrooms - En-Suite Rooms



Room Type

- En-Suite

Accommodation Periods

- 40 Weeks

More Information

1

Lincoln Courts @ Brayford Student Village

Situated on the University Campus - 715 Bedrooms - En-Suite and Non En-Suite Rooms



Room Type

- Non En-Suite
- En-Suite

Accommodation Periods

- 40 Weeks

More Information

Lincoln Courts Value @ Brayford Student Village

Situated on the University Campus - 322 Bedrooms - En-Suite and Non En-Suite Rooms



Room Type

- Non En-Suite
- En-Suite

Accommodation Periods

- 40 Weeks

More Information

Cygnet Wharf @ Brayford Student Village

Situated on the University Campus - 442 Bedrooms - En-Suite Rooms

- 1 Select More Information to see more about the accommodation.
- 2 You can filter accommodation by location and room type.

Lincoln Courts @ Brayford Student Village

University of Lincoln Brayford Pool Lincoln LN6 7TS [Map](#)

Lincoln Courts is a stunning waterfront accommodation complex, situated in the heart of the Student Village. It is owned and managed by the University of Lincoln, and our dedicated Accommodation Services team aims to help you make the most of your student experience.

Rent is inclusive of utility bills, personal possessions insurance, and University WiFi access.

What's Available?

Each apartment has fully fitted kitchen/ dining facilities with a cooker, fridge, microwave, kettle, iron, ironing board, vacuum cleaner, and mop and bucket. All rooms are fully furnished.

Standard room: Each room is furnished with a bed, wardrobe, desk, and drawers. Free 24-hour WiFi access to the University broadband network is also available.

En-suite room: In addition to the facilities that come with a standard room, these rooms have en-suite bathrooms which include a shower, basin, and toilet.

Facilities

- En-suite rooms are available
- Fully fitted kitchen
- Disabled access
- Launderette facilities
- 24 hour on-campus security
- Bicycle storage
- Free internet, including WiFi coverage throughout, plus direct port access in rooms.



Room Type	Accommodation Period	Start Date	End Date	Total	Apply
En-Suite	40 Weeks	03/10/2021	10/07/2022	£5,018.40	Apply
Non En-Suite	40 Weeks	03/10/2021	10/07/2022	£4,120.80	Apply

1

1 You can choose to apply for the accommodation here.

Preferences

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 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.

Area	Room Type	Accommodation Period	Start Date	End Date	Order	Delete
Lincoln Courts @ Brayford Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022		Delete

Please add Another

Add Another

2

1

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS
T: +44(0)1522 886 231 / +44(0)1522 886 198
E: accommodation@lincoln.ac.uk
 © 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

- 1 You can add more accommodation options to your application by clicking on Add Another.
- 2 You can remove an option by clicking Delete.



Preferences

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 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.

2

Area	Room Type	Accommodation Period	Start Date	End Date	Order	Delete
Lincoln Courts @ Brayford Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022	Move Down	Delete
Cygnets Wharf @ Brayford Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022	Move Up Move Down	Delete
The Gateway @ St Marks Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022	Move Up Move Down	Delete
The Gateway @ St Marks Student Village	Studio (with access to communal lounge)	46 Weeks	03/10/2021	21/08/2022	Move Up	Delete

Add Another Next

1

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS
T: +44(0)1522 886 231 / +44(0)1522 886 198
E: accommodation@lincoln.ac.uk
© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

- 1 Once you have selected enough choices the Next box will be visible, allowing you to move to the next page.
- 2 You can change the order of your choices by selecting Move Up or Move Down.

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. If you are allocated to an Off Campus Partnership Hall of Residence, then you would need to make that request to the development directly once you have your offer of accommodation.

Preferences

Please select your preference of gender within your apartment:

Prefer Mixed Gender ▾

1

Attributes

Do you have any medical condition/disability that may affect your allocation of accommodation *

No ▾

2

Would you prefer to live in a quiet apartment? *

Yes ▾

3

Back

Next

4

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

- 1 You can select your preference of gender within the apartment here.
- 2 You can select if you have any medical conditions that may affect your accommodation here.
- 3 You can select if you would prefer to live in a quiet apartment here.
- 4 When you are happy with the above select Next to move to the next screen.

APPLICATION SUMMARY

Below are the details of your accommodation application.

Application Id 76527
Session 2021-2022
Pathway: Overseas Student
Application Date 19/04/2021
State Complete but not Submitted
Payer Category New Undergraduate Student
Course Type Undergraduate
Gender Preference Prefer Mixed Gender

1

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	40 Weeks	03/10/2021	10/07/2022	Show
2	Cygnets Wharf @ Brayford Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022	Show
3	The Gateway @ St Marks Student Village	En-Suite	40 Weeks	03/10/2021	10/07/2022	Show
4	The Gateway @ St Marks Student Village	Studio (with access to communal lounge)	46 Weeks	03/10/2021	21/08/2022	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	
Would you prefer to live in a quiet apartment?	Yes	

Privacy Statement

Please find below a link to our Privacy Notice.

[Privacy Notice](#)

Delete

Back

Submit

2

1 If you want to make any changes to your choices you can click Edit.

2 Once you are happy with your application you should select Submit.

SUBMIT APPLICATION

To submit your application, please tick the box to confirm that you have read the Terms and Conditions 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](#)

No

Yes

1

1 You can read the Privacy Notice here, and submit the application once you are ready.

Application Submitted

Thank you for submitting your application for accommodation.

1

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/>

- 1 Once you have submitted your application you can click on one of the many links to find out more, alternatively you can exit the page.

Dear [REDACTED]

Applicant ID: [REDACTED]

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 logon onto your [online account](#)¹, select 'Dashboard' at the top of the page, view the offer and follow the instructions provided.

This offer is valid for 14 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 886231.

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

Accommodation Services
University of Lincoln

- 1** Once you receive an offer of accommodation, you may access your account by clicking the link in the email. It can take up to 3 working days for you to receive this email.

YOUR APPLICATIONS AND BOOKINGS

We are waiting for you to [accept your room offer](#) for the 2021-2022 session. This offer expires on 03/05/2021.

Session	
2021 January -	<i>You have no bookings or applications for this session</i>
2021-2022 -	<i>We are waiting for you to accept your room offer.</i> <input type="button" value="Accept"/> 1
	Lincoln Courts @ Brayford Student Village Arriving 03/10/2021 Departing 10/07/2022 Room Offer made 19/04/2021 . Awaiting Response Application allocated 19/04/2021
2020-2021 Car Parking -	<i>You have no bookings or applications for this session</i>
2020 Summer -	<i>You have no bookings or applications for this session</i>
2020 January -	<i>You have no bookings or applications for this session</i>
2020-2021 -	<i>You have no bookings or applications for this session</i>
2019-2020 Car Parking -	<i>You have no bookings or applications for this session</i>

1 You can accept your accommodation offer by clicking the Accept button.

1 Offer

2 Key Facts

3 Terms & Conditions

4 Notes

5 Payment Arrangements

6 Finish

Summary

Booking Reference: 57140
Offer made on: 19/04/2021
Offer expires on: 03/05/2021
Allocation: Lincoln Courts @ Brayford Student Village
Address: University of Lincoln, Brayford Pool, Lincoln
Room type: En-Suite
Licence: 40 Weeks
Dates: 03/10/2021 - 10/07/2022
Price: £5,018.40

Next

1

1 Click the Next button to move on from the Summary screen.

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.

When you accept this offer you must make your first payment. The amount is shown when you select your payment plan in the 'Payment Arrangements' section. You can do this online by credit or debit card.

You will need to confirm your acceptance of this offer and make your first payment in order to secure your accommodation.

Don't delay!

If you have not accepted the offer and made your first payment 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

1

1 Once you have read this information you can click Next to continue.

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](#) 1
[Privacy Notice](#)

Electronic Signature

 2

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 3

- 1 You can read the Terms and Conditions and Privacy Notice here.
- 2 You need to tick the box to agree to the Terms and Conditions.
- 3 Click Accept and Sign to accept the Terms and Conditions.

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.

1

Cancel

Back

Next

2

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

- 1 You can enter any share requests or living preferences that you may have here.
- 2 Once you have finished entering your share requests you may click Next to continue.

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

Payment plan options

- **Default Option** 21/22 - Instalments RCP Pay By Recurring Card

	Amount	Due
Downpayment	£49.00	Now
Rent Instalment 1	£1,623.80	03/11/2021
Rent Instalment 2	£1,672.80	12/01/2022
Rent Instalment 3	£1,672.80	27/04/2022
Total	£5,018.40	
Due Now	£49.00	

1

Select

1 + **Option** 21/22 - 1st Instalment Now RCP Pay By Recurring Card

1 + **Option** 21/22 - Full Payment Pay By Card

Cancel

Back

Next

2

- 1 You have a choice of multiple payment plan options to select.
- 2 Once you have selected an option you can click Next to continue.

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

Payment Due Now

You must pay £49.00 now.

Pay by Card

When you click next you will be directed to our secure card payment site where you must pay this amount.

When the payment has been processed you will be redirected back to this site to complete the process.

Description	Quantity	Amount
Downpayment		£49.00
Due Now		£49.00

[Cancel](#)
[Back](#)
[Next](#)
1

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

1 Click Next to continue.

Note: You will not need to pay a down payment for Lincoln Courts Value or if you have made a Returning Student application. However, you will still be required to enter your credit card details.

University Fees Payments

Payment Summary

Summary

Student ID:
Booking Reference:
Email Address:



Payment Item Summary

Description of item(s) to pay	Total Cost
Accommodation	£49.00
Recurring Card Payment(s)	
Total to pay now	£49.00

1

Continue »



ABOUT SSL CERTIFICATES

For help please contact

Phone: +44 (0)1522 803120

Email: pay@lincoln.ac.uk

University of Lincoln Brayford Pool Lincoln LN6 7TS Tel + 44 (0)1522 882000

[Email Enquiries](#) - [Minicom 01522 886055](#) - [Website Legal Notices](#)

1

Click Continue to move to the next payment screen.

University Fees Payments

Enter Payment Details

Selected Payment Method

Debit/Credit Card « Edit

Enter Credit / Debit Card Details

Card Type *  Visa  Visa Debit  MasterCard  Visa Electron **1**

Card Holder Name *

Card Number *

Card Security Code *

Expiry Date * MM YYYY

Start Date MM YYYY

Billing Address

Your billing address is the address where you are receiving the statements for your credit / debit card.

Country * United Kingdom

Please enter Postcode *

House / Flat No. **2**

3



For help please contact
Phone: +44 (0)1522 803120

Email: pay@lincoln.ac.uk

- 1** Enter your credit/debit card details here.
- 2** Enter your billing address here.
- 3** Click Continue once you have entered all the information that is required.

Note: The card that is used to pay the initial down payment will also be used to pay the future instalments.

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

Further Information

Before arrival you will be asked to complete an online induction process.

You may then choose 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.

1

Finish

Contact us:

A: University of Lincoln, Brayford Pool, Lincoln, LN6 7TS

T: +44(0)1522 886 231 / +44(0)1522 886 198

E: accommodation@lincoln.ac.uk

© 2018 University of Lincoln - All Rights Reserved.

Follow us:



Powered By Room Service®

1 You can now click Finish to complete the acceptance process.

1



Dear [REDACTED]

Applicant ID: [REDACTED]

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

If you are an international student and wish to pay your accommodation fees by bank transfer, please [click here](#) to complete your payment.

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.

Accommodation Services
University of Lincoln

- 1 You will be sent your Contract Schedule, Privacy Notice and the Terms & Conditions via email once you have successfully accepted your offer of accommodation.

Frequently Asked Questions (FAQ)

I wish to register an account, but why did not I receive a validation code?

It can take up to 30 minutes to receive a validation code. Please check your junk/spam folder to see if the email went there. If you have still not received the validation code after 30 minutes, please email accommodation@lincoln.ac.uk for assistance.

How long normally can I receive an offer after submitting the application?

You will receive an offer of accommodation within 3 days of submitting the application. If after 3 days you have not received an offer, please email accommodation@lincoln.ac.uk

I wish to accept and make a payment, but I do not have a visa/master card. Can I pay by bank transfer or other method?

Ideally we would prefer for you to pay via a visa/master card, however in the event that this is not possible please email accommodation@lincoln.ac.uk and we will assist you with alternative method of payment.

I wish to accept the offer, but I am not requested to make the £49 down payment. Is this normal?

In some instances, for example you are a returning student or you have applied for Lincoln Courts Value, a down payment is not required. If you are unsure please email accommodation@lincoln.ac.uk

I wish to pay my instalments with a different card than I paid previously, how can I make the change?

If you would like to change the card from which your instalments will be taken, please call our Finance Team on their secure line which is 01522 803120. If you are having difficulties contacting this number please email ar@lincoln.ac.uk for advice.

I wish to be allocated in the same apartment with a friend, how can I make such request?

During the offer acceptance process there is a 'Notes' section for you to add any share requests, it is important to include the students name and applicant ID number when making the request. If you have already accepted an offer but would still like to add notes to your offer acceptance, then please contact accommodation@lincoln.ac.uk While we do our best to accommodate share requests, we cannot guarantee to fulfil all requests.

If I decide not to enrol, can I get full refund of the £49 down payment?

Yes, if decide not to enrol you will receive a refund for the £49 down payment.

If I decide not to enrol, can I get full refund of term payment that I made?

Yes, if you decide not to enrol then you can receive a full refund for any term payments that were made.

When will I know my room number?

We typically send out confirmation of your room number 14 days after you have accepted an offer of accommodation.