



THE
STUDENT
HOUSING
COMPANY

Bentley House – 2021/22

HOW TO COMPLETE YOUR BOOKING FOR YOUR BCU APPLICATION.

Step 1.

Apply to Birmingham City University accommodation team

Once you have done this, you will be allocated to one of our allocated BCU rooms. We will receive your details and we will create your booking for you.

To complete your booking, you will need

- ▶ Guarantor details. Please ensure you have spoken to the person you will be nominating and ensure they are happy to be your guarantor.
- ▶ Your bank card. To complete your booking, you will need to make the payment of £250 which is your advance rent. This will be deducted from your first instalment due.

Step 2.

You will receive an email from The student Housing Company asking you to create an account.

Please follow the link to set your password.

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RESIDENCES

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Set Password

Hello Joe,

Welcome to the Global Student Accommodation community!

You're almost ready to make your first booking. To get started, simply click below to set your account password.

[Set Password](#)

Best Regards,

Global Student Accommodation Community Team

Please keep these details safe as this will be your portal throughout your stay, this is where you can upload documents, complete pre arrival requirements and make your payments.

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Step 3.

Once logged into your account you will be able to see the booking we have created. This will detail the room you have been allocated, the weekly rent and the dates of contract.

My Bookings

Bookings in Progress



Bed 002.1, Block A, Bentley House in Birmingham

Fri, 19 Feb 2021 → Fri, 31 Dec 2021 (45 Weeks)

GBP £158.00/week (incl.tax)



Your selected bed has been reserved for the next **27m 55s**

You will see the time you have left to complete the booking; this is set to 5 days. If you require longer than this period, then please contact the team at Bentley House. If not complete within the timescale the booking will expire, if this happens then you will need to contact your accommodation team at BCU to resubmit your application.

To confirm the booking please just click on the booking in progress.

Step 4.

You will then be able to complete the additional information required for yourself, once you confirm this page you can then submit your guarantor details which will enable to pay the rent due in instalment.

1 Student Information

Email Address: relomeh987@dxectig.com Verified

Title	First name
Mr.	Joe
Middle name (optional)	Last name
Middle name	Bloggs
Mobile phone number	Home phone number (optional)
+1 (...) Phone number	+1 (...) Phone number
Address line 1	Address line 2 (optional)
E.g. Number 1, wood cottage	E.g. Victoria mansion
Country/territory	City/town
Select country	Select city
Postcode/zipcode (optional)	Passport
E.g. E17 8EG	Select passport
Date of birth	Gender
Date of birth	Male
University / school	Degree classification
Select university	Select degree classification
Year of study	Course/degree/major
Select year of study	E.g. Economics / computer science
Referral for this booking (optional)	
Select referral	

2 Guarantor Information

Your guarantor is someone who agrees to cover your payments if you are unable to pay them.

Requirements: He/she must be a domestic resident of United Kingdom. You will be required to provide proof of your guarantor's address in the form of a utilities bill.

If you are unable to provide a domestic guarantor, please cancel the reservation in the countdown above and select a Full Payment plan on the Select Payment Plan step.

Please take note of the comments above, these are the requirements of your guarantor.

On both steps you will need to confirm the information is accurate to proceed.

2 Guarantor Information

Your guarantor is someone who agrees to cover your payments if you are unable to pay them.

Requirements: He/she must be a domestic resident of United Kingdom. You will be required to provide proof of your guarantor's address in the form of a utilities bill.

If you are unable to provide a domestic guarantor, please cancel the reservation in the countdown above and select a Full Payment plan on the Select Payment Plan step.

Select guarantor

Select guarantor

Title	Email address
Select title	Email address
First name	Middle name (optional)
First name	Middle name
Last name	Mobile phone number
Last name	+1 (...) Phone number
Home phone number (optional)	Date of birth
+1 (...) Phone number	Date of birth
Address line 1	Address line 2 (optional)
E.g. Number 1, Wood Cottage	E.g. Victoria mansion
Country/territory	City/town
United Kingdom	Select city
Postcode/zipcode (optional)	Relationship with student
E.g. E17 8EG	Select relationship with student

I confirm that the information I have provided is true, complete and accurate such that it may be included as part of the terms in my agreement(s).

Continue

Step 5.

You can now review your assured shorthold tenancy agreement (your contract with us) and our cancellation policy. Once you have read and understood please tick the box and select agree and continue.

Agreement

 Your selected bed has been reserved for the next **15m 55s** [Cancel](#)

You're almost there! You may review your [Assured Shorthold Tenancy Agreement \(UK\)](#), [Cancellation Policy \(UK\)](#) here and then tick the checkbox below to continue.

I understand and agree to the terms set out in my agreement(s), and agree my acknowledgement will be as valid as handwritten signatures to the extent allowed by local law.



Agree and Continue



Bed 001.1, Block A, Bentley House in Birmingham

 Fri Feb 19 2021 → Fri Dec 31 2021
(45 Weeks)

 Classic Ensuite (Private Room/Private Bathroom)

[More Details](#) | [Edit Booking](#)

Due Now ⓘ **GBP £250.00**

[More Details](#)

Total Price **GBP £7,110.00**

[Show Breakdown](#)

Payment Plan (Full payment)

[View Payment Plan](#)

Please use the blue header to check the full details of your booking, you can check your flat members gender, how many other students are booked, the full rent due and rental breakdown.

Step 6.

You can now make the advance rent payment of £250, this will complete your booking and secure your room.

Payment

 Please make your payment within **14m 53s** to confirm your booking.

Payment Due Now



Advance Rent (£250.00)

GBP £250.00

Payment Method



One-Time Payment

Make a manual one-off card payment



Credit/Debit Card



Name

Name on Card

Card Details

Card number

MM / YY CVC

Make Payment

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Step 7.

You're booking at Bentley House for 2021/22 is now complete and you will receive a confirmation email.

Don't forget to complete the steps below to complete your requirements

- ▶ Submit your emergency contact details
- ▶ Your guarantor will need provide documents to complete their guarantor application. You will need to print your agreement and arrange for them to sign the last page in front of a witness (this cannot be yourself). You can then upload this onto your portal along with their ID and proof of address dated within the last 6 months.
- ▶ We will contact you again with the next steps prior to your move in date.

Welcome to Bentley House

We look forward to welcoming you to your new home away from home!

With an extensive events calendar, we will bring you detox days, cheese and wine nights, information on careers and academic support.

Stay in touch with us via our social media pages and our closed Facebook group:

 Bentley House Residents 2021 - 2022

 Bentley House – Student Accommodation Birmingham
 Bentley_house



Spiritual Wellbeing



Mental Wellbeing



Cultural Wellbeing



Social Wellbeing



Environmental Wellbeing



Physical Wellbeing



Academic Wellbeing



Financial Wellbeing



Career Wellbeing