

How to accept your BCU (NOMS) Accommodation Application

Step 1

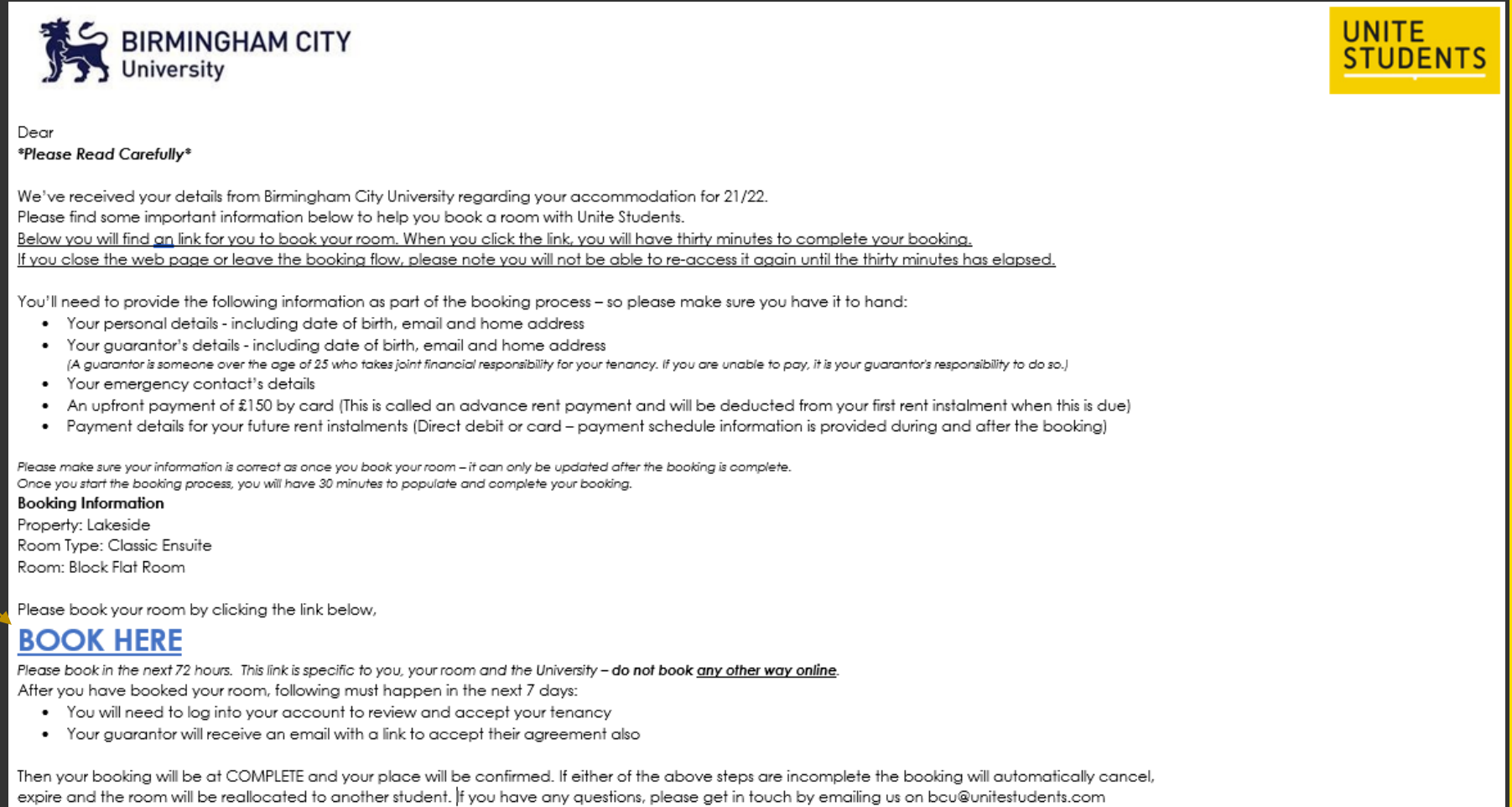
Receiving accommodation offer email (if you have an unconditional offer of study)


- We will receive your application from BCU.
- We will process your application on our system within 24 hours.
- You will receive a booking email with the room offer link which will be valid for 3 days.

Step 2

Booking link

- An example of the offer email is below.
- Click on the booking link in the offer email.



 **BIRMINGHAM CITY**
University

UNITE STUDENTS

Dear
Please Read Carefully

We've received your details from Birmingham City University regarding your accommodation for 21/22.
Please find some important information below to help you book a room with Unite Students.
Below you will find an link for you to book your room. When you click the link, you will have thirty minutes to complete your booking. If you close the web page or leave the booking flow, please note you will not be able to re-access it again until the thirty minutes has elapsed.

You'll need to provide the following information as part of the booking process – so please make sure you have it to hand:

- Your personal details - including date of birth, email and home address
- Your guarantor's details - including date of birth, email and home address
(A guarantor is someone over the age of 25 who takes joint financial responsibility for your tenancy. If you are unable to pay, it is your guarantor's responsibility to do so.)
- Your emergency contact's details
- An upfront payment of £150 by card (This is called an advance rent payment and will be deducted from your first rent instalment when this is due)
- Payment details for your future rent instalments (Direct debit or card – payment schedule information is provided during and after the booking)

Please make sure your information is correct as once you book your room – it can only be updated after the booking is complete. Once you start the booking process, you will have 30 minutes to populate and complete your booking.

Booking Information
Property: Lakeside
Room Type: Classic Ensuite
Room: Block Flat Room

Please book your room by clicking the link below,
BOOK HERE

*Please book in the next 72 hours. This link is specific to you, your room and the University – **do not book any other way online.***

After you have booked your room, following must happen in the next 7 days:

- You will need to log into your account to review and accept your tenancy
- Your guarantor will receive an email with a link to accept their agreement also

Then your booking will be at COMPLETE and your place will be confirmed. If either of the above steps are incomplete the booking will automatically cancel, expire and the room will be reallocated to another student. If you have any questions, please get in touch by emailing us on bcu@unitestudents.com

- This will take you to our website – www.unitestudents.com

Step 3

Logging in

If you have a Unite students account, then continue to log in.

If you don't have a Unite Students account, then fill in the details to create a new account

UNITE STUDENTS Secure checkout

Checkout

1. Your details > 2. Guarantor > 3. Products > 4. Payment

New account

Email address *

[Already have an account?](#)

First name (as it appears on your ID) *

[Do you use a different first name?](#)

Last name *

Your gender *

Male

Female

Prefer to self describe

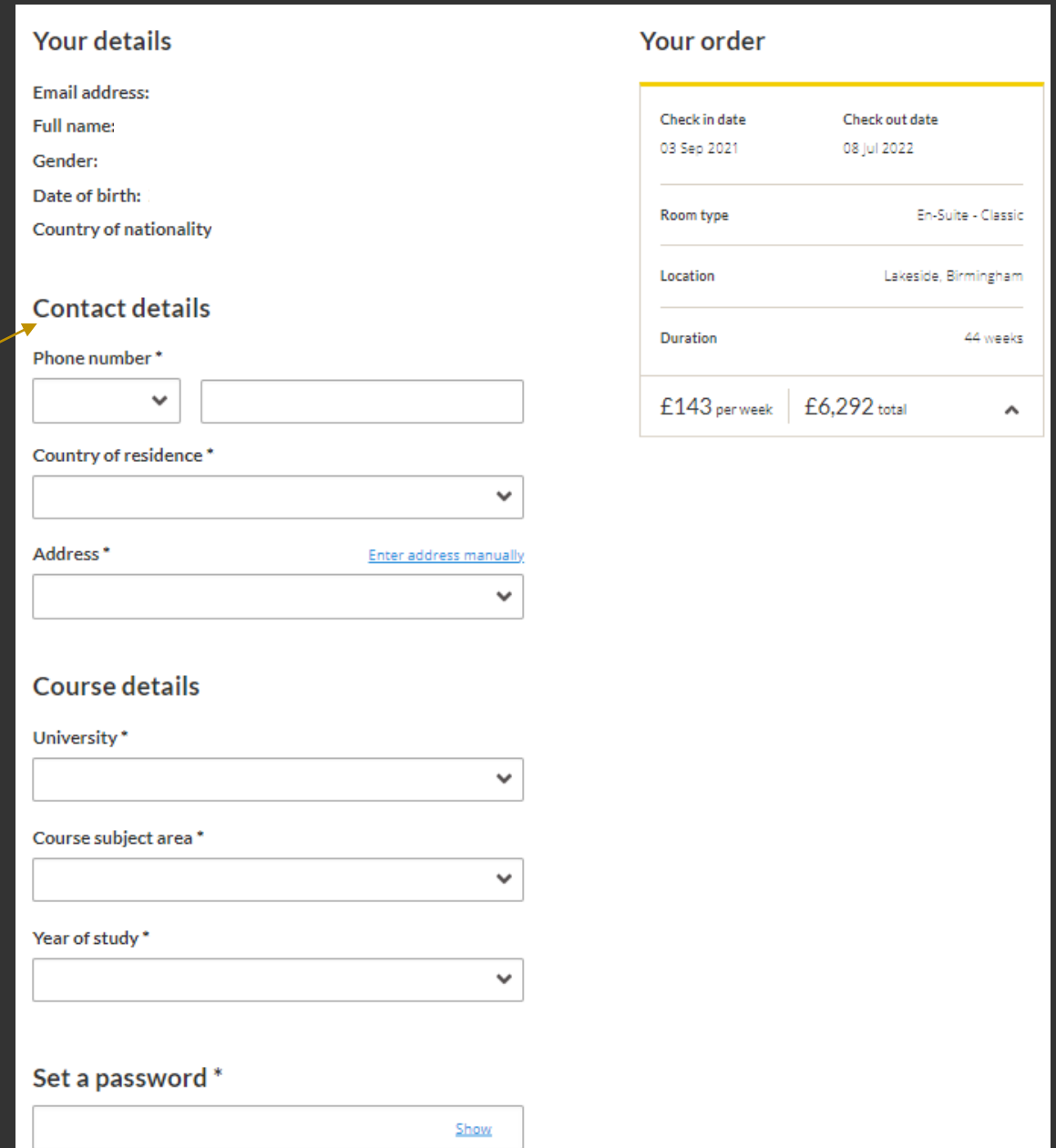
Your order summary

Check in date	Check out date
03 Sep 2021	08 Jul 2022
Room type	En-Suite - Classic
Location	Lakeside, Birmingham
Duration	44 weeks
£143 per week	£6,292 total

Step 4

Personal details

- There are 4 steps to make your booking once you log in.
- 1. Adding personal details – see example. Other information required will be contact number, email address, home address and university course details.



The screenshot shows a booking form with two main sections: 'Your details' and 'Your order'. The 'Your details' section is divided into 'Personal details', 'Contact details', 'Course details', and 'Set a password'. The 'Your order' section shows booking information and pricing.

Your details

Email address:
Full name:
Gender:
Date of birth:
Country of nationality

Contact details

Phone number *
Country of residence *
Address * [Enter address manually](#)

Course details

University *
Course subject area *
Year of study *

Set a password *

Your order

Check in date	Check out date
03 Sep 2021	08 Jul 2022
Room type	En-Suite - Classic
Location	Lakeside, Birmingham
Duration	44 weeks
£143 per week	£6,292 total

Step 5

Guarantor details

2. Adding guarantor details – see example.

Details to invite a guarantor –

- Full name
- Relationship to you
- Email
- Phone number

*A guarantor must be over the age of 25 and is responsible for all rent payment if the student is unable to pay them on their own.

Invite a guarantor

You are required to have a guarantor, a guarantor is someone over 25 who will take responsibility if you do not pay your rent.

The person you detail below will receive an email invite to be your guarantor.

By inviting this person you are allowing them to view your financial booking details.

First name *

Last name *

Relationship to you *

Email *

Phone number *

Use my guarantor as my emergency contact

Select a different emergency contact

Your order summary

Check in date	Check out date
03 Sep 2021	08 Jul 2022
Room type	En-Suite - Classic
Location	Lakeside, Birmingham
Duration	44 weeks
£143 per week	£6,292 total

Step 5

Arrival packs

3. You can choose to buy an arrival pack for your room prior to your arrival.

You can skip this step if you do not wish to buy a pack by scrolling to the bottom of the page and click next

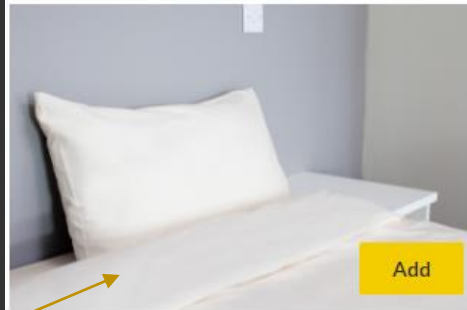
*Please note that the pack will need to be ordered at least 5 working days prior to arrival

Kitchen and bedding packs

Free up space on your journey or to avoid worrying about shopping for essential items when you arrive!

Choose from our selection of bedding and kitchen essentials (all products shown are suitable for the room you have selected)

Includes **free delivery** to your room for arrival



Add

Cream Single Bedding Pack
[Detail view](#)

£50



Add

Grey and White Striped Single Bedding Pack
[Detail view](#)

£50



Add

Standard Kitchen Pack
[Detail view](#)

£56



Add

Premium Kitchen Pack

£90



Add

Premium Single All in One Pack

£185



Add

Waking Rice Cooker Set

£128

Step 6


Payment details


4. Payment can be made by –


- Pay in full
- Pay by direct debit (UK banks only)
- Payment by card

*the instalment plan will be available based on the option selected above.

Choose your payment method

Pay in instalments

Direct debit

Pay in instalments

Credit or debit card

Pay everything now

Credit or debit card

You can only set up a Direct Debit using this website if you are the authorised account holder and the only person required to authorise Direct Debits.

Payment by Direct Debit is covered by the Direct Debit Guarantee

[Show more](#) ▾

Select your instalment plan

1 Instalments		3 Instalments	
Charge		Amount	
Rent instalment 1 - Oct 1, 2021			£2,076.36
Rent instalment 2 - Jan 7, 2022			£2,139.28
Rent instalment 3 - Apr 29, 2022			£2,076.36
Total			£6,292

Step 6 – cont.

Payment details

Payment by direct debit –

Is only available for UK Bank accounts
(due to details required)

No of instalment available are 1 or 3 for
UK students only

Details required are –

- Account number
- Sort code
- Full name of account holder

* Please note - The image here is for example
purpose only

Set up your Direct Debit

Please confirm who the Account Holder is for the Direct Debit

- Your details
 Other

Enter your bank account details

- I am the account holder and the only person required to authorise Direct Debits

Account holder's name *

Sort code *

Account number *

Step 6 – cont.

Payment details

Payment by card –

Is available for all students and for all debit and credit cards.

UK students – 1 or 3 instalment options

International students – 1 or 2 instalment options

* Please note - The image here is for example purpose only

Select your instalment plan

1 Instalments	3 Instalments
Charge	Amount
Rent instalment 1 - Oct 1, 2021	£2,076.36
Rent instalment 2 - Jan 7, 2022	£2,139.28
Rent instalment 3 - Apr 29, 2022	£2,076.36
Total	£6,292

Set up recurring payments

I have read, understood and agreed to the [Payment Processing Agreement](#) which incorporates the instalment schedule, booking summary and cost calculator as set out in these steps

Card holder email address *

I am the card holder and the only person required to authorise payments

Step 7

Advance Rent payments

A payment of £150 is required at the time of booking to confirm your offer.

The payment will remain as credit on your account and will be deducted from your 1st rent instalment.

The payment can be made by using a credit or debit card.

* Please note - The image here is for example purpose only and there is no deposit to the booking.

Amount to pay today

Charge	Amount
Advance rent ⓘ	£150
Total	£150

By paying the initial payment of £150 today you are also agreeing to the instalment plan detailed above.

Pay £150



Step 7 – cont.

Advance Rent payments

Details required to make payments

- Card number
- Card holder's name
- Expiry date
- Security code

* Please note - The image here is for example purpose only and there is no deposit to the booking.


UNITE STUDENTS

Order summary


Reference: ACC-122306841-1615215538968-prod

Description: Payment for


Amount (GBP): £150.00

Payment details 

* Indicates a required field


Card number * 


Enter a valid card number


Cardholder's name * 

Enter a valid cardholder's name

Expiry date *
 /

Security code *  3 digits on the back of the card or 4 digits on the front of card

Billing address  Edit ▼

Contact details  Edit ▼

Step 8

Offered booking

Once payment is made the below steps are to be actioned in order to complete the booking –

- Customer Tenancy agreement acceptance
- Guarantor tenancy agreement acceptance

* Please note – the above steps have to be completed within the deadline or the booking will expire and the offer will be terminated.

Step 1
Your details

Step 2
Guarantor

Step 3
Arrival packs

Step 4
Payment

Next steps to complete your booking

- Your payment was processed successfully and you will be emailed confirmation of this
- To complete your booking you and your guarantor, [redacted] will need to accept the agreements that have been emailed to you.
- If you have any questions please get in touch on [0300 303 8645](tel:03003038645) or from overseas on [+44 117 302 7497](tel:+441173027497)

Your payment

We have successfully processed your deposit payment, together with your rent payment details.
You will be sent a confirmation email shortly.
Payment reference: DEP-538870-1516362770631-bauppe

Your property

Lakeside
Birmingham

Check in from
03/09/2021

Check out by
08/07/2022

Step 9

Complete bookings

Agreement emails will be sent to the customer and guarantor email within 2 to 24 hours after the advance rent payment has been made.

The email will be sent from Unite Admin and will contain a link to accept the agreement online.

Follow the link in order to complete the final steps of the booking offer

Booking Offer Confirmation and Acceptance

Unite Admin <prdr12.workflow@unite-stud>
To: BCU 14:49

UA

If there are problems with how this message is displayed, click here to view it in a web browser. The actual sender of this message is different than the normal sender. Click here to learn more. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Notification Detail.html
792 bytes

Tenancy_Agmt_RN20505119.pdf
127 KB

T_and-Cs_RN20505119.pdf

View the link below to view your agreement and any terms and conditions needed to confirm your booking with us.

View your agreement

[View](#)

Please view and accept your agreement as soon as possible. You will lose your reservation and the price of the room may change if you do not accept the agreement before the expiry date.

Step 9 – cont.

Complete bookings

The link will direct you to the unite website where you can use your details to log in.

For guarantors to log in, details required are

- Date of birth (of customer)

Once read, tick and confirm both agreements to complete your booking

The screenshot shows a user dashboard for 'Lakeside'. The user's name is 'Test', with ID '11942555' and email 'bcu@unitestudents.com'. The dashboard lists 'Required actions': 'Accept Tenancy Agreement', 'Guarantor Agreement', and 'Add payment details' (which is completed). The 'Tenancy Agreement' section prompts the user to review and accept the agreement, with links to download the 'Tenancy agreement' and 'Terms and conditions'. A checkbox for 'I have read and agree to the tenancy agreement and terms and conditions' is present, and a yellow 'Confirm' button is at the bottom. A '6 days left' timer is also visible. A navigation menu on the left includes 'Dashboard', 'Bookings', 'Payments', 'Details', 'Logout', and 'Help'. Two yellow arrows point from the 'Help' link to the 'Confirm' button.

Booking completion

Congratulations! You have now completed your booking!

If you have any queries, please get in touch with us via –

Email – bcu@unitestudents.com

Or visit our FAQ's page on <https://www.unitestudents.com/Help/Booking>

Active bookings



Lakeside

Checked in
03/09/2021

Check out
08/07/2022

[View details](#)