



Campus Life Services
UNIVERSITY OF LIMERICK

SAMPLE BOOKING PROCESS FOR ONLINE APPLICATION

SAMPLE BOOKING PROCESS FOR ONLINE APPLICATION


- Students go to www.studentliving.ul.ie
- Click on Apply for Residence
- Click on register (all new students must register before they can apply for accommodation)
- Enter the Student UL ID number (do not put CAO in front of the UL ID number), Surname and Date of Birth
Click Continue
- The Student details will be brought up
Continue
- Confirm students email address (email address can be changed if the incorrect one is showing)
Create username
Create password
Continue
- An email will be sent to the email address the student entered above (please ensure to check spam for the email if it is not showing)
- The email will contain the user name and password created by the student and a link to complete the registration (**email only valid for 24 hours**)
Follow the link in the email.
- Enter the code in the email if it is not showing in the window that appears.
Click Confirm Code
- Once code confirmed click continue
- You are back at the registration/log in page
Enter the username and password created in the log in area
Login
- Click Apply
- Personal details for the student will come up
Continue (if details are incorrect please ask the student to email accommodation@ul.ie with the correct details but they can continue with the application)
- Select International as type of student
Continue
- Select Accommodation preferences (students must select the minimum preferences requested, if we are unable to offer accommodation in your first preference we may be able to offer it in another village.
Village:
Room Type:
Let Length:
Continue
- General Preferences: **ENSURE TO ROLLOVER THE DEPOSIT**, Single or Mixed Gender, alcohol free house, sharing with native Irish Speakers, disability details etc (these are personal choices for the students)
Continue
- Cancellation Policy, students need to read the cancellation policy and tick the box at the end to show they have read it
Continue
- A synopsis of their application will come up, if they are happy, click confirm, if not they can go back and make changes
- If you are requested to make a payment of €50, go back and select to **rollover the deposit**
- An email will be sent with a synopsis of their application.
- You can also log back in and view your application online

- All correspondence will be by email so please ensure to watch your email for confirmation of your accommodation offer.


TO APPLY

1. Please go to www.studentliving.ul.ie
2. Click Apply for Residence
3. **Create an accommodation profile**
 - A. Click 'REGISTER'

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WELCOME TO CAMPUS LIFE SERVICES



Student Accommodation Portal

From here you can make an application, complete your Induction, sign your Licence Agreement and pay your rental fees for your accommodation at University of Limerick.

Online applications for 2015-16 Academic Year NOW OPEN

All applicants and residents of Campus Life Services accommodation at University of Limerick are to be registered with the Accommodation Portal. To register or login please following the instructions below.

> **Already registered? Please login below:**

Username:

Password:

[Forgotten your Password? Click here!](#)

[LOGIN](#)


> **Not Registered?**

To register you will need your CAO or UL Student ID Number and an active email account. Click 'Register' to begin.


[REGISTER](#)

- B. Fill in the form
- Enter the Student ID number (do not put CAO in front of the ID number), Surname and Date of Birth
- C. Click 'CONTINUE'

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Register

In order to register for accommodation with us, you will need to have your current **UL Student ID number**. If you do not have a UL Student ID number please use your **CAO application number**. Ensure you enter the letters **CAO** prior to your CAO number (e.g. CAO15123456).

UL ID / CAO Number*




Surname*

Date of Birth [dd/mm/yyyy]*

< LOGIN

CONTINUE >

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D. Click Continue.

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More information required.

We have not been able to match your details with our records and we need more information to continue your registration.

Are you a new Incoming First Year or new Incoming Postgraduate Student?

Please click 'Continue' below.

Are you a Returning Undergraduate or Returning Postgraduate Student?

It is possible that you may have made a mistake when entering your details. The information you supplied on the previous page should be exactly the same as those on your UL Student ID card. Please click 'Try Again' to verify your details.

The username and password we require are those you used when creating your original online application with us. This is **NOT** your UL Student Portal login information.

Are you an International Student?

Please click 'Continue' below.

[< TRY AGAIN](#)

[CONTINUE >](#)

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YOUTUBE



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- E. Confirm students email address (email address can be changed if the incorrect one is showing)
Create username (something you will remember as you will have to log in and out of the account)
Create password (something you will remember as you will have to log in and out of the account)

F. Continue

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New Incoming Students

Please enter your details below. All fields are mandatory.




CAO Number:	<input type="text"/>
Forename:	<input type="text"/>
Surname:	<input type="text"/>
Date of Birth [dd/mm/yyyy]:	<input type="text"/>
Username:	<input type="text"/>
Applicant's Email Address:	<input type="text"/>
Confirm Applicant's Email Address:	<input type="text"/>

Please note that the password must include 1 or more numeric characters.

Password:	<input type="password"/>
Confirm Password:	<input type="password"/>


CONTINUE >

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G. You have now created an accommodation profile. Please check your emails to proceed.

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You will shortly receive an email from CLS@ul.ie, please follow the instructions contained in the e-mail to activate your account and continue your registration.

Please ensure that you add the e-mail address **CLS@ul.ie** to your address book to avoid our e-mails being identified as spam.


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YOUTUBE



FACEBOOK




TWITTER


4. Confirm your accommodation profile account details

- A. You will receive an email from CLS. Follow the link enclosed in the email. Click 'CONFIRM CODE'

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Please Confirm Your E-mail Address

The box below should already contain the confirmation code, and you should click on the confirm button below.

If no code is showing, type the code from your email.




Enter code:

If you have already completed this email confirmation process and want to go to the login page, please click "LOGIN" below.

< LOGIN CONFIRM CODE >

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- B. Click 'CONTINUE'

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E-mail Confirmed

To apply for campus accommodation, click on the continue button.

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5. Make an application for accommodation

A. Login in using the username and password you have created


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WELCOME TO CAMPUS LIFE SERVICES

Student Accommodation Portal

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Online applications for 2015-16 Academic Year NOW OPEN

All applicants and residents of Campus Life Services accommodation at University of Limerick are to be registered with the Accommodation Portal. To register or login please following the instructions below.

> **Already registered? Please login below:**

Username:

Password:

[Forgotten your Password? Click here!](#)

[LOGIN](#)

> **Not Registered?**

To register you will need your CAO or UL Student ID Number and an active email account. Click 'Register' to begin.

[REGISTER](#)

B. Click Apply

C. Check the application details and click 'CONTINUE'

Log out

Welcome to your accommodation profile

From here you can make or review your application, accept your licence agreement, pay rental fees and complete your pre-arrival induction.

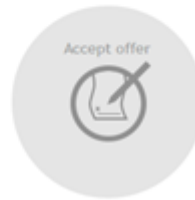
HELLO Student Name
ID Number: Student ID Number

Academic year - 2016-17

You have no application for this year

Application and Licence Agreement

Payments and Pre-Arrival Induction



HELLO Student Name
Limerick Number: [redacted]

Personal Details

Name:

Date of Birth:

Address 1:

Address 2:

Address 3:

Address 4:

Postcode:

Phone:

Mobile:

Please check and confirm the above information by clicking continue, if this information is incorrect please contact the Accommodation Office at cls@ul.ie to update / amend your information.

D. Choose International

Log out

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

FINISH

What type of applicant are you?

☐ Returner Undergraduate (Current UL Student)

☐ New Incoming Undergraduate (Eg. Incoming 1st year)

☐ Postgraduate

☐ International (Study Abroad/Erasmus/Exchange)

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CONTINUE >

- E. **Select Accommodation preferences** (students must select the minimum preferences requested, if we are unable to offer accommodation in your first preference we may be able to offer it in another village.

Village:

Room Type:

Let Length:

Select your room preferences

Please select your preferred accommodation choices from the list below. You must choose a minimum of 6 out of a maximum of 9 to continue.

If you wish to compare your choices before you select them please click "Add to Compare List".

To add room preferences, please click "Select Preference" in the order of your most desirable choice first.

You have chosen 6 preferences so far.

Location

(All)

Let Length

(All)

Price (for your stay)

£3510 £4834

Troy Student Village Off Campus Standard Room

Let Length

Price

Full Year (Sep to May)

£3,510.00

ADD TO COMPARE LIST

1 Select preference

Images

Map

Facilities

More info

Troy Student Village Off Campus Ensuite Room

Let Length

Price

Full Year (Sep to May)

£3,640.00

ADD TO COMPARE LIST

4 Select preference

Images

Map

Facilities

More info

Plassey Village Standard Room in 8 Bed House

Let Length

Price

Full Year (Sep to May)

£3,770.00

ADD TO COMPARE LIST

2 Select preference

Images

Map

Facilities

More info

Kilmurry Village Standard Room in 8 Bed House

Let Length

Price

Full Year (Sep to May)

£3,900.00

ADD TO COMPARE LIST

3 Select preference

Images

Map

Facilities

More info

Room preferences

Drag and Drop selected options to update your order of preference

Preference	Room name	Remove
1	Troy Student Village Off Campus Standard Room	
2	Plassey Village Standard Room in 8 Bed House	
3	Kilmurry Village Standard Room in 8 Bed House	
4	Troy Student Village Off Campus Ensuite Room	
5	Kilmurry Village Standard Room in 6 Bed House	
6	Plassey Village Standard Room in 4 Bed House	

When you have selected your preferences, please click the continue button below to progress.

[View comparison](#)

By choosing preferences, you are selecting your preferred accommodation choices. This is just a preference and not a guarantee. We will make every effort to fulfill your requests, but it may not always be possible.

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- F. Click 'CONTINUE' once you are happy to proceed

G. Complete the form and **ENSURE TO ROLLOVER THE DEPOSIT** click 'CONTINUE'

Additional Information

Would you like to apply for a room in an Alcohol Free House/Apartment?

Alcohol Free Housing means that you will share your accommodation with other residents who have chosen this as a lifestyle choice.

☐ Yes

☒ No

An mhaith leat a bheith i do chonáí le Gaeilgoirí eile? (Would you like to share your accommodation with native Gaelic language speakers?)

☐ Yes

☒ No

Which of the following accommodation gender share preference would you like?

☒ Mixed (Male & Female)

☐ Single (Your Gender)

☐ No preference

Do you have a medical condition/disability that we should be aware of when allocating you a room e.g wheelchair user, visual impairment?

☐ No

☒ Yes

Details:

Visually Impaired

17/250

Failure to disclose any relevant medical condition or disability may result in an inappropriate room being allocated to you. For additional information, please contact us directly on +353-61-202331.

Would you like to share your accommodation with a friend?

☐ No

☒ Yes

Please enter their name(s) here:

John Smith

10/250

Please note when requesting to share with a friend, your friend must also include your name on their application. All preferences are requests only and cannot be guaranteed. However, we will endeavour to meet all requests where possible.

Please enter your current mobile phone / cell number without spaces so that we can contact you via text message:

Ireland +353



0879037080

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- H. Review the Cancellation Policy. Tick the box to accept the terms and conditions and click 'CONTINUE'.

Review Cancellation Policy

What is included in my rental fee?

The Rental fee charges represent the room charge for rooms in campus accommodation at the University of Limerick for the Academic Year 2015-16 and include the following service charges; high speed internet connection, maintenance, security, cable TV (including TV licence), refuse collection, refuse sacks and light bulbs and a cost for limited usage of utilities. The Village Management live in residence and are on call 24 hours in the event of an emergency. A Village Reception service is offered from 08h30 – 22h30 Monday to Thursday and 08h30 – 19h00 on Friday and Sundays from 18h30 – 22h30. The Village Management organise various events and activities as part of our Campus Life Programme for students in residence.

What legal document will I have to sign on arrival?

All Students must sign lease/licence agreements with Campus Life Services on moving into residence. A sample copy of this document is available on our webpage. We strongly advise that you review this document prior to taking up residency.

What if I only want to stay for one semester?

Single semester rentals are only available to students participating in the Co-Operative Education and Socrates/Study Abroad Programmes.

Important to note: Students indicating that they wish to stay a full year and subsequently vacate their room at the end of the first semester will be in breach of their lease/licence agreement and will forfeit the Initial Booking Deposit and prepaid Rental Fees.

What will I be paying today?

An Application Fee of €250.00 is required to confirm your application today. You will be able to pay this online with your credit/debit card.

If your application is successful, we will send you a room offer by email in the coming days. Your application fee of €250.00 shall be deemed to constitute your Damage Deposit and shall be held until the end of the term of the lease/licence period.

If your application is unsuccessful we will email you and we will refund you.

Why might my application be unsuccessful?

Your application may be unsuccessful if there is currently no availability in your Village choice. In such circumstances, we recommend that you revise your accommodation preference.

When will I be required to pay the first instalment of Rental Fees?

Where students are living on campus for the full academic year or for the autumn semester only, the first instalment of rental fees will be requested in August. Where students are living on campus for the spring semester, the first instalment of rental fees will be requested in December. In the event that the first instalment of rental fees is not paid by the requested date, the room offer will be cancelled.

Cancellation following notice of unsuccessful application

If your application today is unsuccessful, you will receive a full refund. An application is considered unsuccessful if there is no room availability in your preferred accommodation choice.

Cancellation following room offer and prior to rental fee due date

If your application today is successful, you will receive a room offer by email and your application fee shall be deemed to constitute a Damage Deposit. If you cancel your room offer prior to the due date of your first instalment of rental fees, we will refund your deposit less a €50.00 administration fee.

Cancellation following room offer and rental fee due date and prior to check in date

If you cancel your booking following the due date of the first instalment of your rental fee and prior to the check in date, you will forfeit your booking deposit in full.

Cancellation following check in date

If you cancel your booking following the check in date, you will forfeit your booking deposit in full and be liable for the full contractual fees unless you find a suitable replacement licensee that will immediately take up the accommodation and pay any outstanding licence fee and deposit.

Cancellation following Occupancy with a Replacement Licensee

If you cancel your booking in writing having moved into the accommodation but have found a suitable replacement Licensee that will immediately take up the accommodation and pay any outstanding Licence Fee and deposit, you will not be held liable for the full term of the licence period. We will terminate your Licence on receipt of all relevant documentation and payment of all funds due by the new licensee.

Cancellation following Occupancy without a Replacement Licensee

If you cancel your booking in writing having moved into the accommodation and have not found a replacement licensee, your full damage deposit will be retained and you will be liable for the full contractual Licence Fee. Any outstanding debt incurred through the failure to meet the conditions of your Licence will be forwarded to company's debt collection agency. If no replacement licensee is found you will forfeit your full deposit and will be liable for remaining rental fees.

Please note that Campus Life Services will only try to find a replacement licensee for the Licensee once full occupancy has been achieved for the building. However, the responsibility ultimately for finding a replacement for a room remains with you, the Licensee.

In the event of Overbooking

Due to the nature of our business, our bookings are accepted on a first come first serve basis. Many applicants who apply may not accept their accommodation with us for various reasons such as not progressing to the next year of study or have not received an offer of a place to study at UL. Given this circumstance, it is our policy to overbook our on campus accommodation each semester.

In the event that you are affected by our overbooking policy, we will accommodate you in alternative and similar accommodation, off campus. If we feel that this is for a temporary time frame of up to four weeks, we may choose to accommodate you in a hotel at no extra cost to you. Taxi transfers to the University are arranged each week day, breakfast is provided at the hotel and a meal voucher for lunch and dinner at a restaurant on campus is also provided.

If we feel that the alternative accommodation will be required for a longer period of time, we may choose to transfer your booking for the semester or the academic year to the alternative student accommodation venue off campus. This is a situation which we will set out to avoid.


☐ I have read, understood and accept all of the above

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I. Review Application Details and click 'CONFIRM APPLICATION'

[Log out](#)



STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
FINISH

Confirm Application Details

Here is a summary of your application. If you are happy with your choices, please click **Confirm Application** to submit your application. If you would like to change any of your details, please click **Back**.

Accommodation Preferences

1st Preference	<input type="text"/>
2nd Preference	<input type="text"/>
3rd Preference	<input type="text"/>
4th Preference	<input type="text"/>
5th Preference	<input type="text"/>
6th Preference	<input type="text"/>
7th Preference	<input type="text"/>
8th Preference	<input type="text"/>
9th Preference	<input type="text"/>
Let Length	<input type="text"/>
Current mobile number	<input type="text"/>

General Preferences

☐ Requested a room in alcohol free accommodation

☐ Share with native Gaelic language speakers

☐ Gender share preference

☐ Medical condition/disability

☐ Details

☐ Share your accommodation with a friend

☐ Details

Failure to disclose any relevant medical condition or disability may result in an inappropriate room being allocated to you. For additional information, please contact us directly on +353-61-202331.

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[CONFIRM APPLICATION >](#)

- J. The application is now complete. You will receive an email to confirm this.

Application Completed

Thank you for your application for on campus accommodation at the University of Limerick. We will endeavour to process your application as soon as possible.

If your application is successful, we will contact you via email with details of your room offer.

If your application is unsuccessful, we will email you and we will refund you.

What is included in my rental fee?

The Rental fee charges represent the room charge for rooms in campus accommodation at the University of Limerick for the Academic Year 2015-16 and include the following service charges; high speed internet connection, maintenance, security, cable TV (including TV licence), refuse collection, refuse sacks and light bulbs and a cost for limited usage of utilities. The Village Management live in residence and are on call 24 hours in the event of an emergency. A Village Reception service is offered from 09h30 – 22h30 Monday to Thursday and 09h30 – 19h00 on Friday and Sundays from 18h30 – 22h30. The Village Management organise various events and activities as part of our Campus Life Programme for students in residence.

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Important to note: Students indicating that they wish to stay a full year and subsequently vacate their room at the end of the first semester will be in breach of their lease/licence agreement and will forfeit the Initial Booking Deposit and prepaid Rental Fees.

What will I be paying today?

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If your application is unsuccessful, we will email you and we will refund you.

Why might my application be unsuccessful?

Your application may be unsuccessful if there is currently no availability in your Village choice. In such circumstances, we recommend that you revise your accommodation preference.

When will I be required to pay the first instalment of Rental Fees?

For International and Senior/Current UL students, rental fees due on 04 August 2015. Due to the short period between CAO offers and check in, Incoming first years pay the first instalment of rental fees on arrival (Sun 30 August 2015).

Cancellation following notice of unsuccessful application

If your application today is unsuccessful, you will receive a full refund. An application is considered unsuccessful if there is no room availability in your preferred accommodation choice.

Cancellation following room offer and prior to rental fee due date

If your application today is successful, you will receive a room offer by email and your application fee shall be deemed to constitute a Damage Deposit. If you cancel your room offer prior to the due date of your first instalment of rental fees, we will refund your deposit less a €50.00 administration fee.

Cancellation following room offer and rental fee due date and prior to check in date

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Cancellation following Occupancy without a Replacement Licensee

If you cancel your booking in writing having moved into the accommodation and have not found a replacement licensee, your full damage deposit will be retained and you will be liable for the full contractual Licence Fee. Any outstanding debt incurred through the failure to meet the conditions of your Licence will be forwarded to company's debt collection agency. If no replacement licensee is found you will forfeit your full deposit and will be liable for remaining rental fees. Please note that Campus Life Services will only try to find a replacement licensee for the Licensee once full occupancy has been achieved for the building. However, the responsibility ultimately for finding a replacement for a room remains with you, the Licensee.

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If we feel that the alternative accommodation will be required for a longer period of time, we may choose to transfer your booking for the semester or the academic year to the alternative student accommodation venue off campus. This is a situation which we will set out to avoid.

For information on rental fees please click [here](#).

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Once completed, you will be brought back to the application home page where the apply button will change to review application (you cannot make changes to your application once it is submitted)

An email will be sent with a synopsis of the application.