Guidance on how to apply for apprentice and one-off stay accommodation

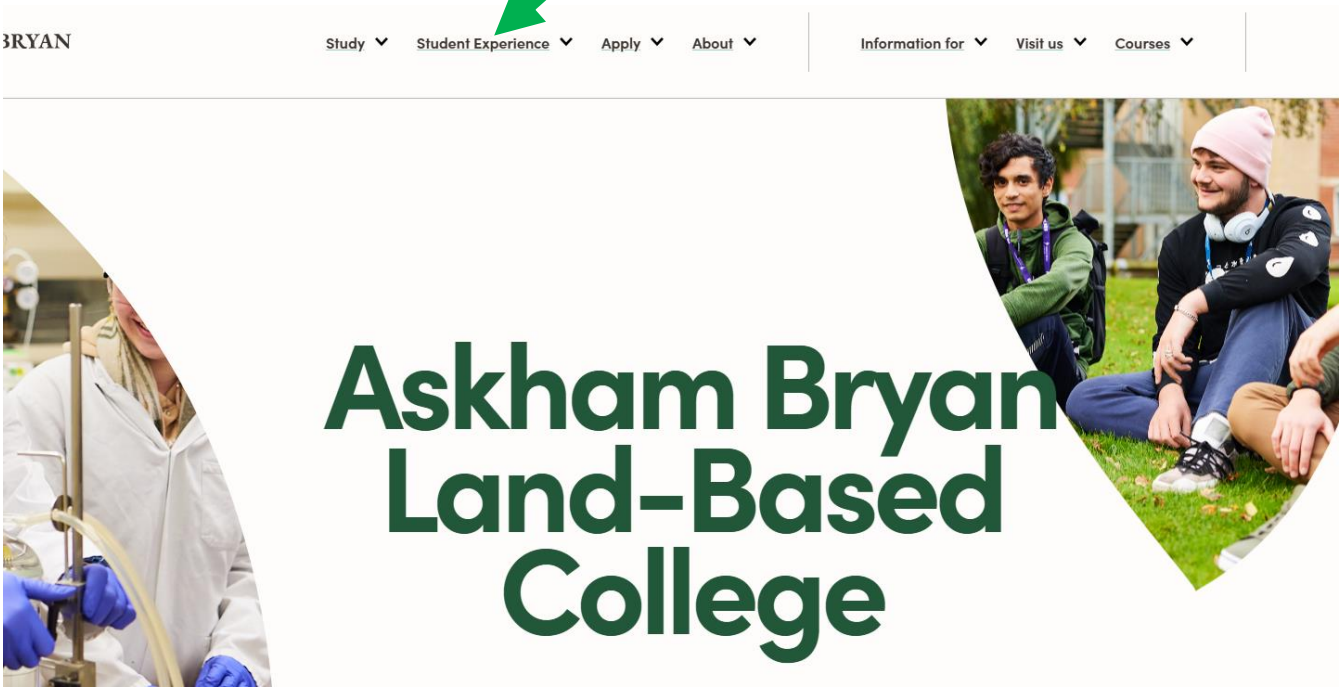
What you will need before you start the application:

- A new account for each student/apprentice
- An email address that can be accessed when applying (preferably the student's email address)
- The dates the student would like to stay in accommodation
- Next of kin details if the student is under 18
- Confirmed place on a level 2 course or above
- **If the student isn't an apprentice or duty student, they will need permission from the accommodation manager to book one-off stay accommodation**

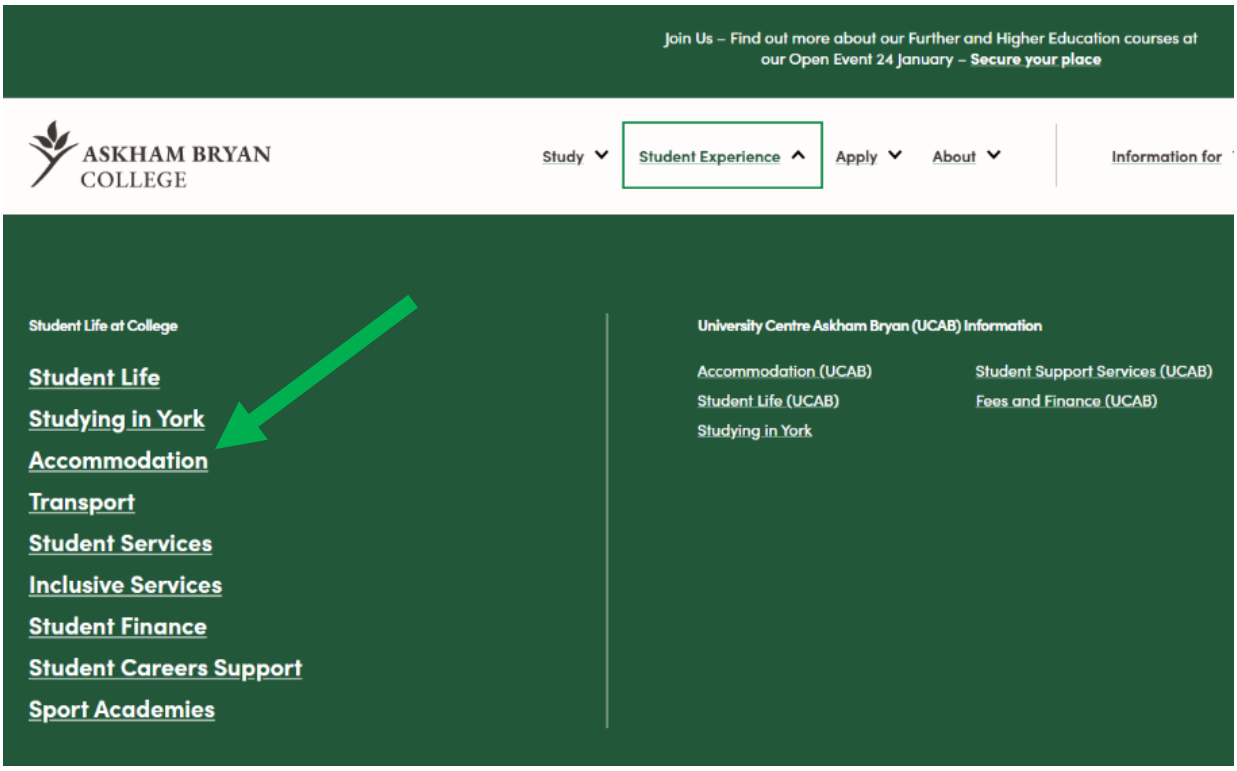
Apprentices and duty students do not need to input a Student ID number to book

Over 18 students – Self-catered room is **£27** per night, catered is **£37** per night (£10 per day catering)
Under 18 Students – Only have the option for a catered room at **£37** per night (£10 per day catering)

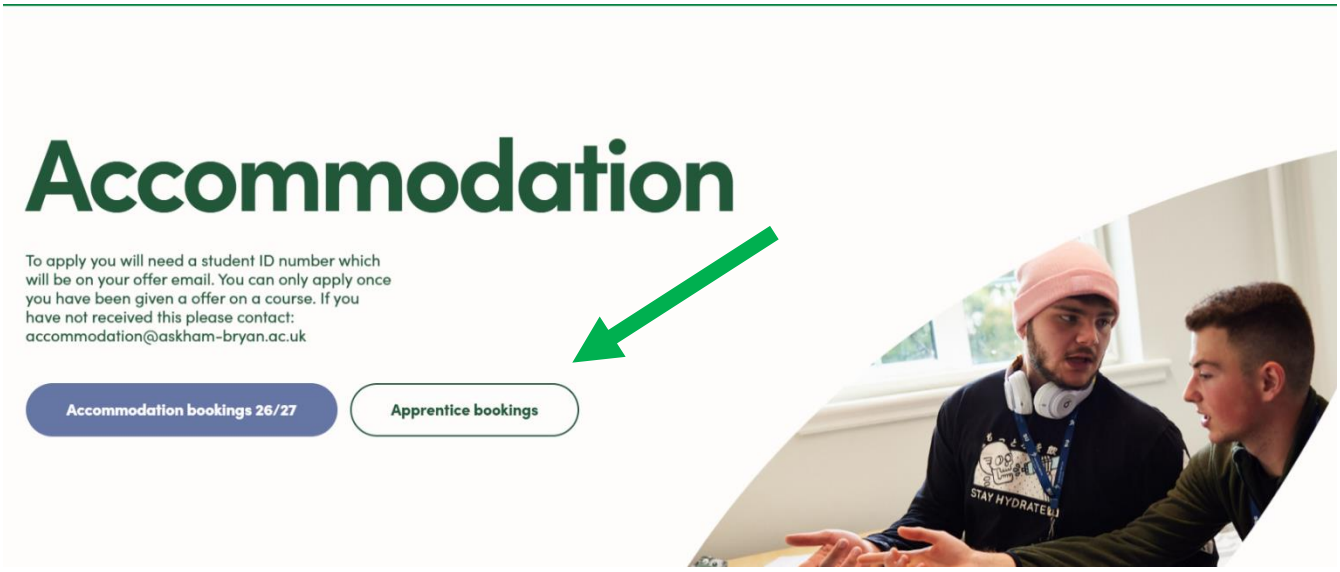
Step 1: On the Askham Bryan College homepage please select the Student Experience tab at the top of the screen.



Step 2: Select ‘Accommodation’ from the drop-down options.



Step 3: Select ‘Apprentice Bookings’ for apprentices, duty students and one-off stay bookings.



Step 4: Select ‘one-off stays’.

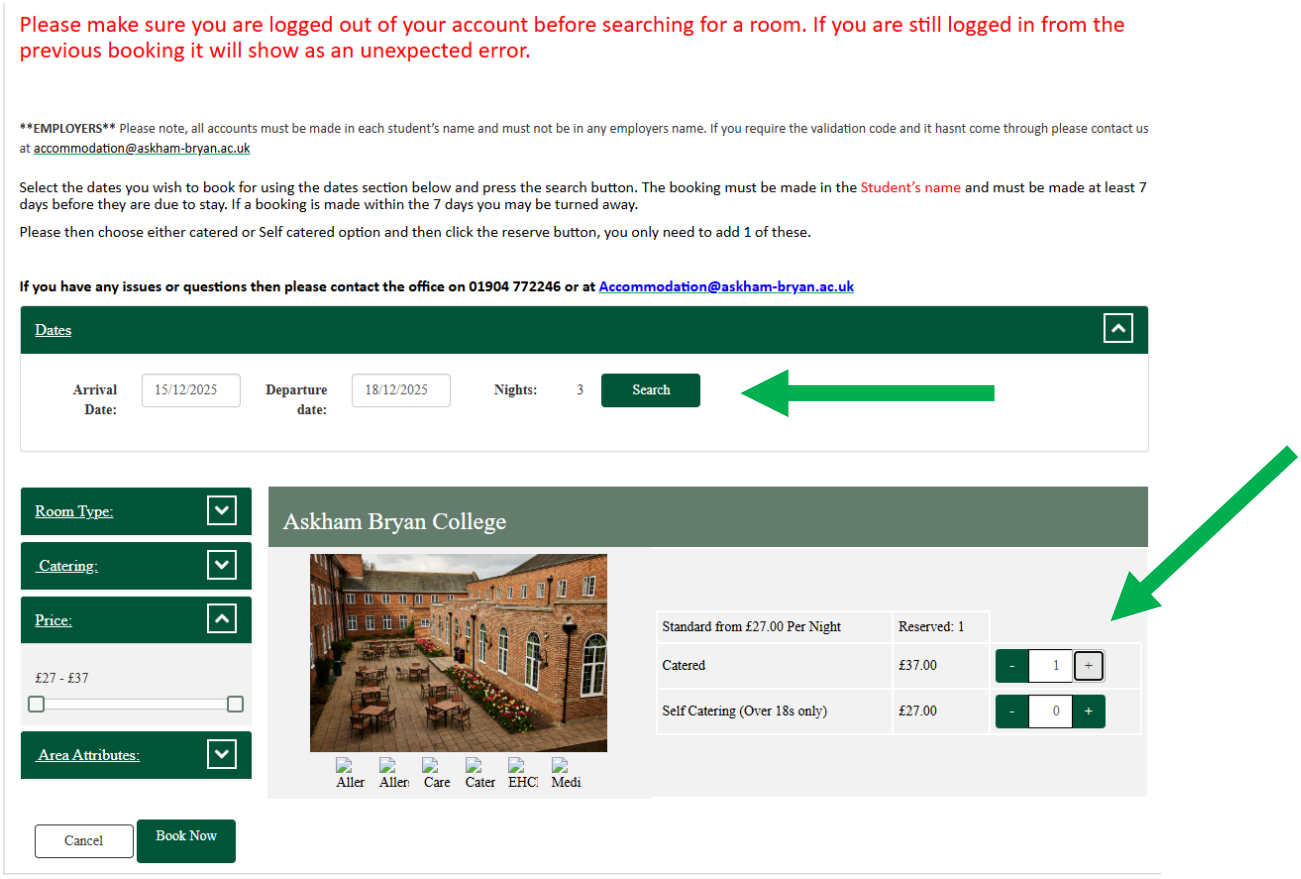


Step 5: Please make sure you are **logged out** of your account before selecting dates.

Once you select the student’s arrival and departure dates, please click ‘Search’ to update the reservation request.

Then select the catering option on the right-hand side of the page. Catering is an additional £10 per night. **You will only need to select this once per booking.**

Please note, only over 18 students are allowed to select the self-catered option.

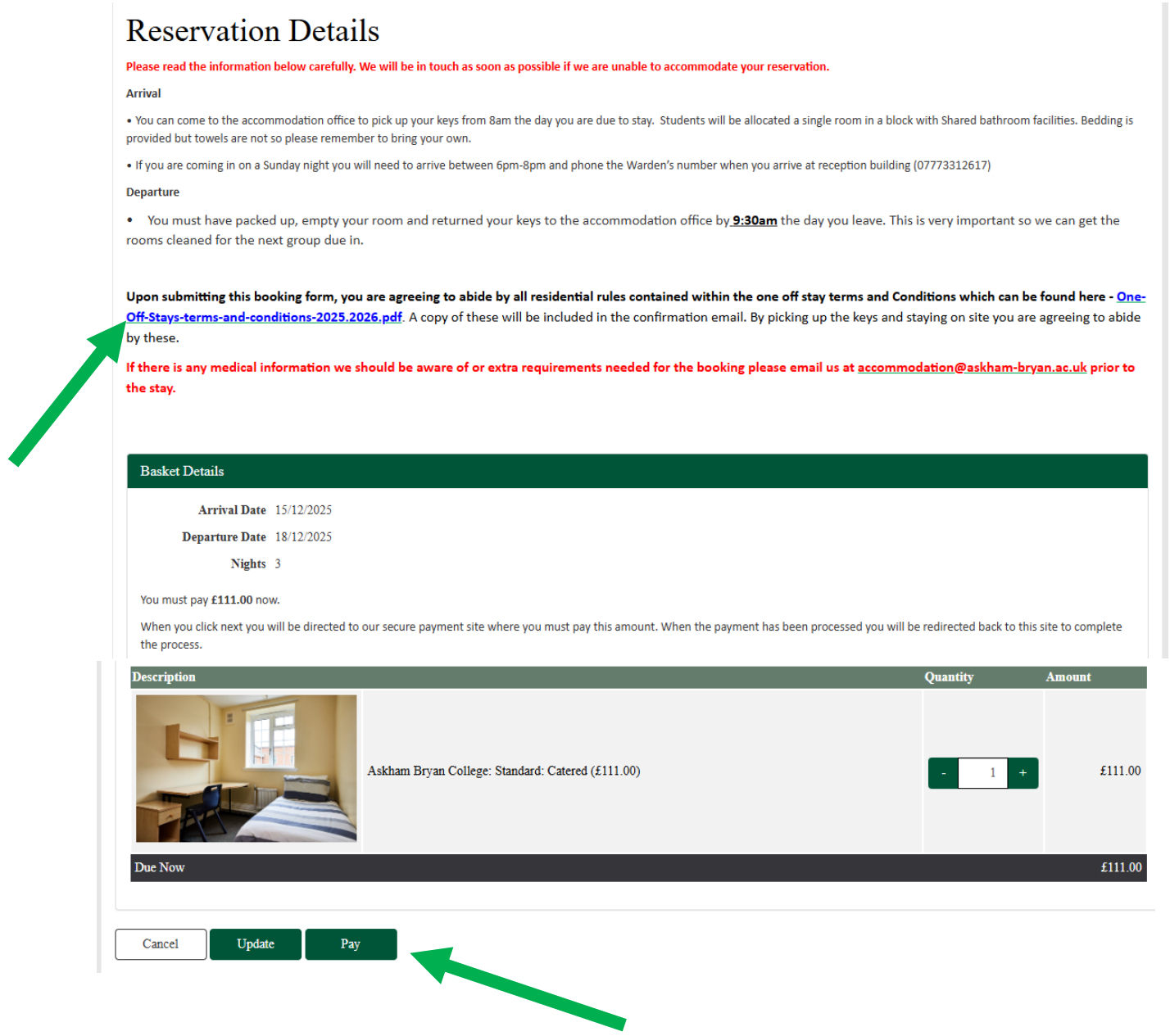


Step 6: Once you select 'Book Now' you will be taken to the Reservation details page.

Please read all the information carefully and ensure the student is aware of important information such as the Warden's number (07773312617) and arrival and departure times.

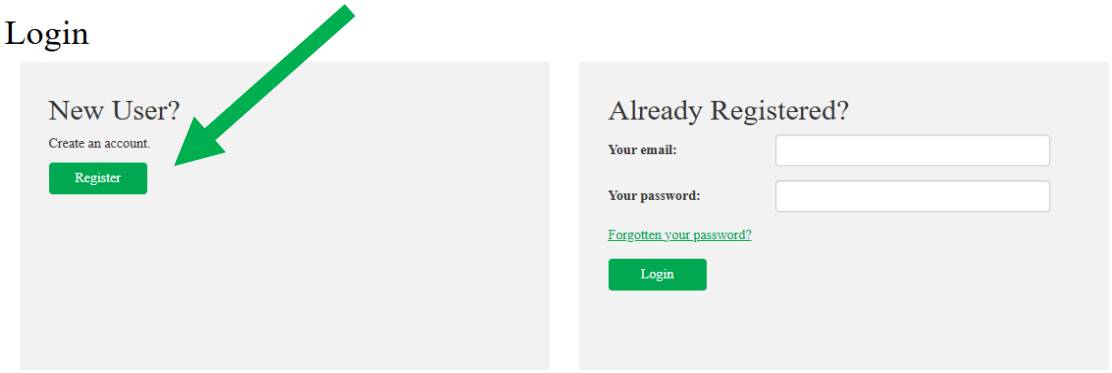
By submitting a booking form, students and apprentices are agreeing to abide by all residential rules, therefore anyone staying on site is required to read the Terms and Conditions before their stay.

Please check your basket details are correct and select 'Pay' to sign in or register a new account.



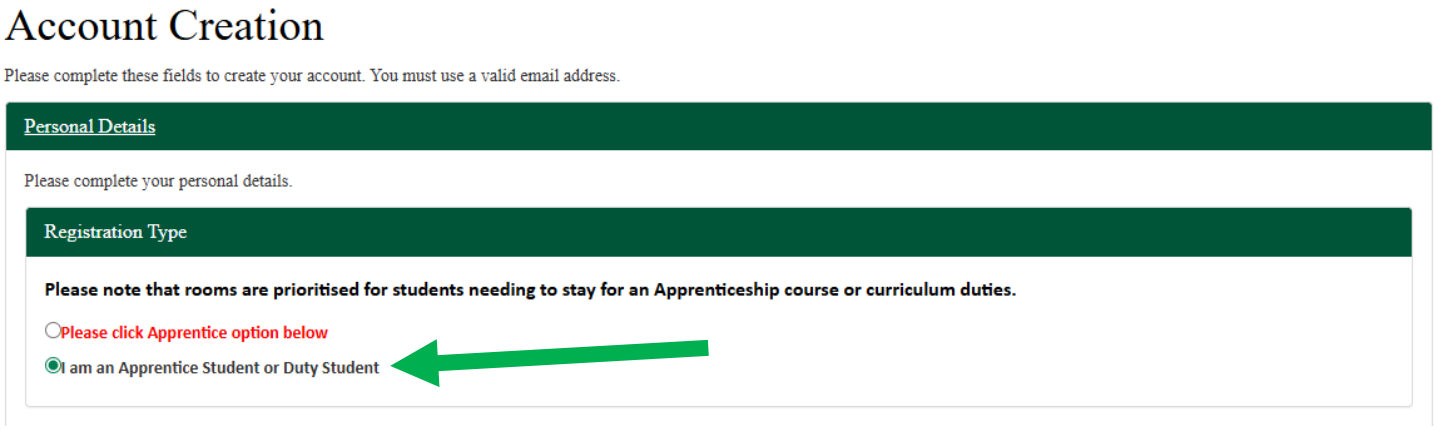
Step 7: Select 'New User' to create a new account.

Employers: A new account needs to be made for each apprentice in their own name.



Step 8: Please enter the student/apprentice's details.

Please make sure you select that the room is for an apprentice or duty student at the top of the page to avoid an unexpected error.



The account needs to be created in the student's name so we know who is staying with us on site and so we can allocate them into the correct accommodation block.

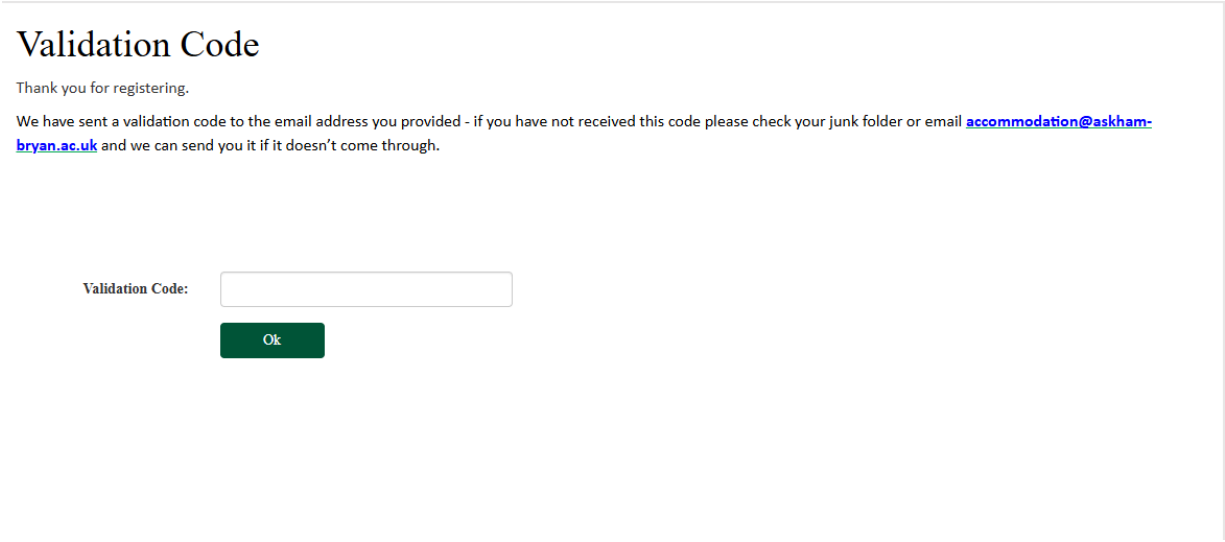
Please use an email that you will be able to access whilst creating the account. We prefer if this is the student's email address, so they have all the necessary information and understand the rules of staying on campus.

If a student/apprentice is under 18 it is necessary that we have their next of kin details.

If the student/apprentice has any medical conditions, please email accommodation@askham-bryan.ac.uk with any details and we will try our best to accommodate them.

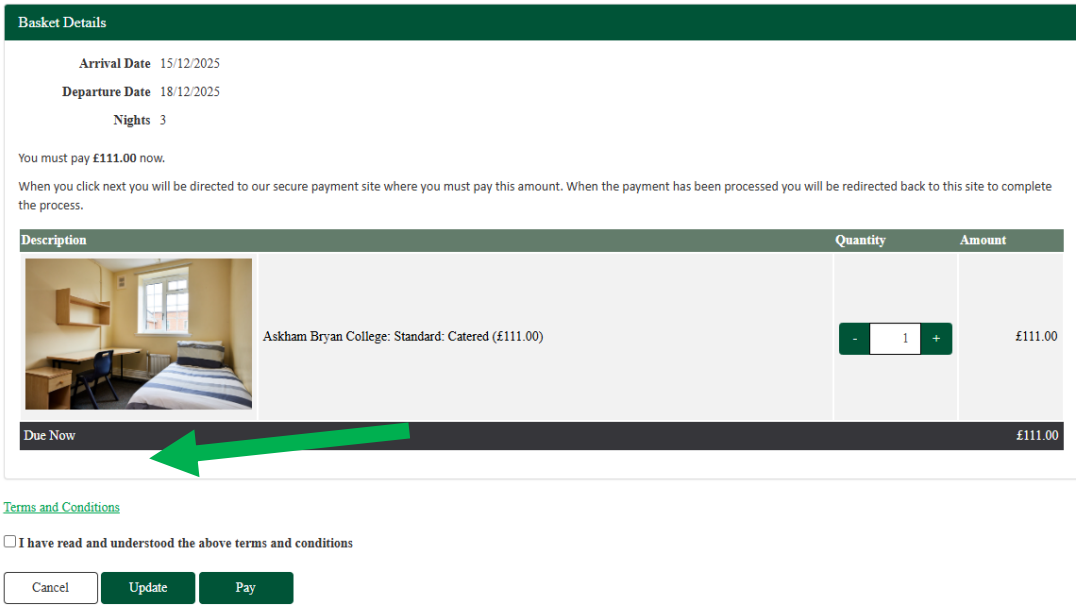
Step 9: Once you have entered all the student's details and select 'Register' you will be prompted to enter a validation code. This will be a 9-digit number sent to the email address that you provided in the contact details.

If it doesn't come though straight away please check the junk box, if it still hasn't come through email accommodation@askham-bryan.ac.uk with the student's name and date of birth and we can retrieve it for you.



Step 10: Review the information provided on the application and check everything is correct with your reservation details.

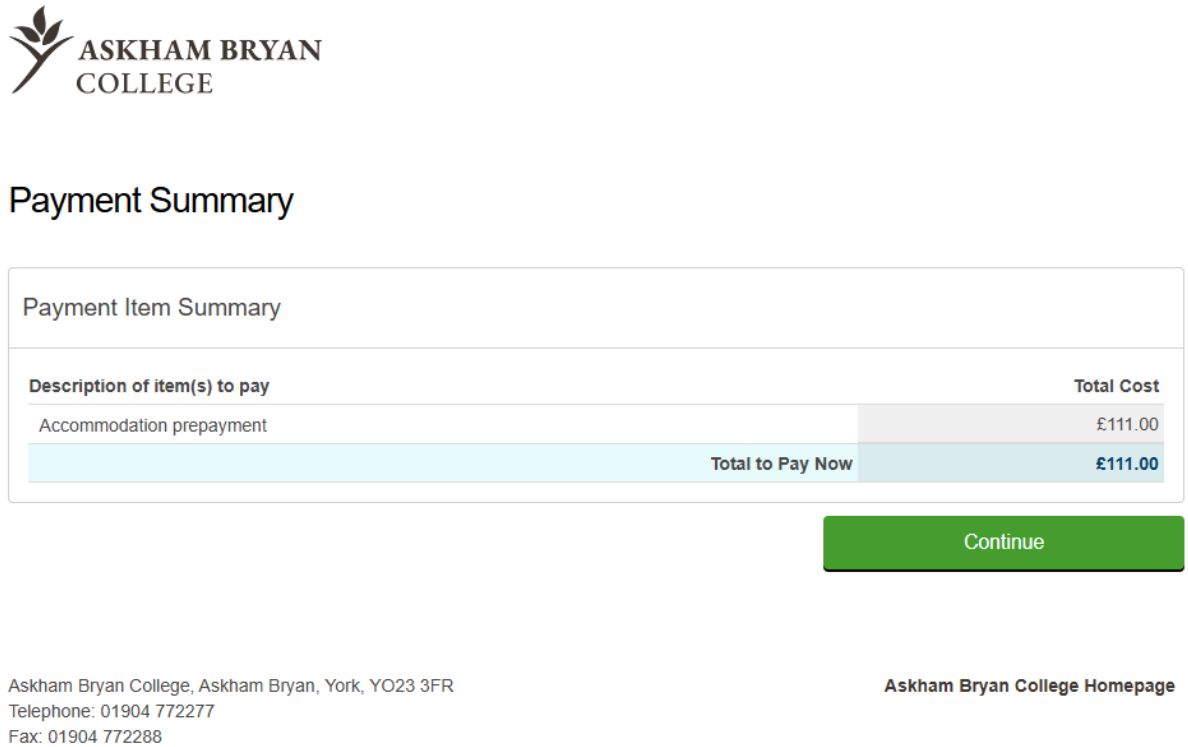
The terms & Conditions are linked to a PDF. Please ensure the student/apprentice has read and understood what is expected of them. The booking confirmation email will also have this document attached.



Step 11: Please select 'Pay' and enter your payment details on the following page.

Please note, we will not be able to give the student/apprentice their accommodation keys until a payment has been made.

Catered room: £37 per night **Self-catered room (18+ only): £27 per night**



Step 12: After the booking has been paid for a confirmation email will be sent.

We will get in contact with you if there is an issue with your booking or if we are unable to accommodate you. If this is the case a refund will be given for the booking.

We ask for at least 14 days' notice for a booking. We can never guarantee a room but if you book within 2 weeks of the arrival date there will be a chance we cannot accommodate your booking.

Extra information

- Under 18's have a curfew and need to be back in their blocks by 11pm.
- No day students are allowed in residential blocks
- You are only allowed in your assigned residential block
- You will have access to a kitchen area in your block which has a fridge, kettle, toaster and microwave if you want to bring extra food whilst you're here.
- Bedding is provided in the room, but towels aren't so remember to pack your own!

Arrival

▪ You can come to the accommodation office to pick up your keys from **8:30am** on the day you are due to stay. **Please remember you need to make sure you have paid online before you are able to pick up your keys.**

▪ If you are coming in on a Sunday night you will need to arrive between **6pm-8pm** and phone the Warden's number when you arrive at reception building **(07773312617)**

▪ Your ID card will be activated as your Food card for the week if you have selected the catering option so make sure you have it with you. You will be given a temporary food card for your first stay with us.

Departure

▪ You must have packed up, empty your room and returned your keys to the accommodation office by **9:30am** the day you leave. This is very important so we can get the rooms cleaned for the next group due in.