



# Useful Accommodation Information Academic Year 2024/2025



## Parkside Halls Welcome to your Teesside University home



To help you enjoy your stay with us we have put together some useful information for you. Please read this before you arrive. You will also need to refer to it throughout your stay. It contains important information about your accommodation.

Also check us out on Facebook & join your Halls group:  
<https://www.facebook.com/groups/846171786976020>

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## Pre- Arrival information

### *Your Arrival: Collecting your keys*

You will be sent details separately by e-mail to your TU email about your arrival.

To get the keys when you arrive, you need to give us the Key Collection Pass. This is the Pass you get at the end of your online accommodation induction which you get after you accepted your Occupancy Agreement.

### *Map and Directions*

The [campus map](#) on the University website shows where your Halls are situated. If you are travelling by car please refer to the website for Travel Directions. However, if you are travelling by train please book your ticket to Middlesbrough Train Station, which is a short walk or taxi ride away.

Teesside is a varied and vibrant region – find a guide to the attractions and surrounding area at:

[https://www.tees.ac.uk/sections/about/visiting/middlesbrough\\_region.cfm](https://www.tees.ac.uk/sections/about/visiting/middlesbrough_region.cfm)

### *For Students Arriving Mid-Year*

If your course is not starting in September you should arrive no earlier than the date on your Occupancy Agreement. If you need to arrive before this date then you need to agree this with the Accommodation Team and we will start your Occupancy Agreement from the day that your key is collected.

If you need to cancel your booking you need to tell us at least 10 days before you were due to arrive.

## *Your address*

<b>Hall</b>	<b>Address</b>
Parkside Halls	Parkside Halls of Residence, Park Road North, Middlesbrough, TS1 3LF

## *Your deposit*

You need to know that we can only refund the deposit of £150 if you are not coming to Teesside University. Should you decide not to come to Teesside, to be eligible to have your deposit refunded you must give us more than 10 working days' notice of this prior to the Occupancy Agreement start date.

You also need to tell us if you are going to be delayed. If you don't, we may re-allocate your room to another student.

## **After you arrive**

### *Inventory*

This will be sent to you online just after you move in to your room. **This is really important. It is your chance to tell us the condition of your room when you move in.** After you arrive you should make a note of any damages and faults so that you are not charged at the end of the Agreement period. **It is really important that you fill this in and return it to us by the date requested on the form.**

If you don't return it you may not get your deposit back especially if we find any damages. We only charge you for any damage over and above "fair wear and tear".

### *Contacting you*

If we need to contact you we will do so by e-mailing you at your Preferred email address or calling your mobile telephone number. Please make sure your University records are always

up to date. If you change anything you can do this on your University Unity account.

## About your Residence

### *Your Room*

Each room has a:

- Single bed with a standard mattress
- Wardrobe
- Chest of drawers
- Desk and study chair
- Bookshelf
- Litter Bin

Please take care when fixing posters etc. to the walls.

### *Looking after your Keys*

- Your key is your responsibility.
- Your key cannot be cut elsewhere as it is part of a suited lock and has to be specially cut.

**X** Don't identify your key in any way with your name and address.

- If you lose your key you can get a spare one at any time from the Security Team, Ground Floor of the Library. You will need to show identification and sign for the spare key. If spares are not returned within one week then replacement key(s) will be ordered by us and you will be charged for the cost of replacement. If you have any queries contact us, during office hours, or the Duty Warden after 7.00pm. **Please be aware the front door to your halls is accessed via your Teesside University Student Card(TUSC) and your bedroom door requires a key. Please make sure when you leave the**

**accommodation you have both your TUSC and your key with you.**

### *Windows*

Windows have restricted opening and can only be opened to a certain width. This is for safety reasons and you must not force the windows open any further. You will be charged for any deliberate damage if you try to force a window open.

### *Internet Access*

All rooms are equipped with a broadband network facility giving access to the internet free of charge. A wireless service is also available in your residence.

It's easy to access the Internet and associated services in your room. All you need to do is register your details on the Glide Portal. Which you will do when you arrive.

The basic package is included with your accommodation; however there are options to purchase upgrades and/or additional services via the Glide Portal.

The basic package includes:

- **Up to 1 Gigabyte (1GB)** Internet connection.
- The service will allow up to over 20 devices concurrently, e.g. primary device such as PC or MAC, a gaming device such as Xbox or PlayStation, a smart phone, a tablet device etc.
- The connection will provide access to all University web based services that are accessible via the internet (email, etc.)
- Freewire IPTV

Mis-use of the system may result in its withdrawal.

## *TV Licensing*

We do not provide aerial sockets in any rooms. If you want to watch TV programmes in your accommodation you will need to do so via a PC or laptop. You will require a licence.

For more information please visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

## *Contents Insurance*

We have arranged some free basic contents insurance for your belongings with Cover4students.com. You can find all the details on their website at

<https://www.cover4insurance.com/insurance-products/blockhalls/teesside-university> or via Teesside University's accommodation web pages.

## *Laundry Facilities*

You have access to a laundry which is operated via a cashless system. Please see below where laundry facilities are located for your residence.

<b>Hall</b>	<b>Location of Laundry</b>	<b>Opening Mon-Fri</b>	<b>Opening Sat-Sun</b>
Parkside Halls	Ground floor, Parkside Halls	09.00am – 11.00pm	09.00am – 12 midnight

You will need to purchase a top up card from the machines on the Ground Floor of the Themis West Building (building 11 on the campus map). The cost is £2 per card.

Top ups can be made via the online top up service which can be accessed at this address <http://www.circuit.co.uk/card-topup-unauth/>

The card can then be used on the machine you are using. The helpline number for your laundry is 01422 820040. All queries relating to problems/breakdowns etc. with the machines are



dealt with by contacting Circuit Laundry direct. All contact details are also posted in each laundry.

### *Heating*

Heating comes either via the radiators - Parkside Halls has a night storage heating system. The radiators charge overnight, and the heat is released during the day. The amount of heat released can be adjusted on the radiator.

Hot water is unlimited but the heating is set on a timer programme. The radiators in the communal areas should be kept on a low setting in colder weather to make sure there is a constant flow of heat.

### *Maintenance, Repairs, Pest and Infestation Control*

If you have a maintenance issue, a repair, or you have issues with pests (vermin) which needs attention in your accommodation just let us know. Once you tell us we can then see that it is dealt with as quickly as possible. Reports of pests and infestations will be dealt with urgently. All work is carried out by approved staff.

This is easy to do. You can do it by:

- E-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk) Or
- Reporting it via your accommodation portal <https://myaccommodation.tees.ac.uk/apply/>
- Calling in to the Accommodation Team Reception, Second Floor, Middlesbrough Tower. (M2.08)
- Calling our office on 01642 342255.

**If you have an **emergency** that cannot wait until office hours, for example a broken window, you need to contact the Duty Warden who will contact appropriate staff for you.**

At certain times University maintenance staff and contractors may need access to your residence or room and when possible you will receive written notification of any visit. If you report a problem, however, relevant staff will call automatically.

Please also note that staff will call on a regular basis to carry out routine maintenance to the emergency lighting and showers. When we need to do this we will always try and do it at a time when it causes the least disruption to you as possible and will try and avoid sensitive times such as exam periods. We will give a minimum periods of 7 days' notice. For urgent work we will give 24 hours' notice unless the circumstances require an immediate response.

### *Post Delivery*

If you want to be contacted by post your address is on page 6 of this booklet and the front page of your Occupancy Agreement. Wherever possible post is delivered directly to your post box situated on the ground floor corridor in your hall. A key for your individual post box will given to you on arrival. Parcels will be delivered to the University's Main Post Room on the ground floor of Middlesbrough Tower. Their opening hours are Monday - Friday 10.00 a.m. – 12.00 noon, and 1.00 p.m. – 4.00 p.m. The post room will be closed between 12 and 1 each day.

We also have an Amazon Locker on Campus where you can collect parcels 24 hours a day. The Locker is called "Kleopatra" and is located next to the North entrance of the Themis West building.

### *Equipment*

You need to bring with you your own bedding, towels and any kitchen or cooking equipment you may need. The kitchen is equipped with electric cookers, microwave, fridge and freezer. Appliance instruction manuals will be available in the kitchen

areas. An ironing board and a vacuum cleaner are available in each kitchen.

You can buy bedding packs and kitchen starter packs from us (subject to availability). You need to buy these at least 10 working days before you get here. If you have not already arranged this and would like to do so please visit

<http://tees.ac.uk/payonline>

## *Cleaning*

It is important that your residences are kept clean. We all have a part to play in this. You are responsible for cleaning your own rooms including the en-suite and the communal areas.

Cleaning materials or equipment are not provided.

Our House Keeping Team will be at your residence each day Monday to Friday. They will undertake the following:

- Take out all rubbish every week day from your kitchen (if it's in bags or bins)
- Clean communal bathrooms each week day
- Clean corridors / circulation areas twice a week - Mop floors in kitchens once a week

**Please remember - you are responsible for the cleaning of your own room and en-suite. You are also responsible for cleaning the communal areas too. It is not solely the responsibility of the House Keeping Team. Please do not leave dirty pots, pans etc. in the kitchen.** Please clean/disinfect surfaces on a regular basis. You should also take out rubbish and keep your accommodation clean. The bin compound is next to House 17 East Parkside Village. The access code is on your kitchen noticeboard. It would be a good idea to have a cleaning rota as well so you all take responsibility. The Wardens will undertake regular kitchen inspections.

## *Recycling*

We encourage all students to recycle as much as possible. Recycling facilities are available at all halls and details are provided at each individual halls. Also, if you have any ideas for recycling then please contact the Accommodation Team.

## *Parking & Bike Storage*

We do have some car parking spaces for students living in university halls. You will usually be allocated spaces at West Parkside Village although there are a limited number of spaces at other residences. These spaces will be allocated by Campus Services. Registered disabled drivers may park closer to their residences.

You will need to apply to Campus Services for a parking pass **after term starts in September**. You can apply for car parking by following the link from the TU webpage <https://www.tees.ac.uk/sections/stud/handbook/parking.cfm> or via your e-vision account. You can only apply once you have enrolled or re-enrolled, via the online shop (see link) <https://onlineshop.tees.ac.uk/product-catalogue/campusservices/campus-facilities> On the main arrival week you will be able to use the car parks to drop off belongings.

Bike stores are located around the campus where you can park your bike for free. All you need to do is go onto the University Web page and register your bicycle. <https://www.tees.ac.uk/sections/stud/handbook/cycling.cfm>

Motorcyclists are asked to contact Security Office, ground floor of the Library (Tel: 01642 342086) to register their motorcycles and identify an appropriate parking location for which there is currently no charge.

## *Community Living*

As you will now be living alongside housemates and other local residents, please be mindful of your own behaviour and the impact your actions can make. Be courteous, tidy and keep noise levels to a minimum. Please treat your fellow students, staff and members of the local community with due respect, regard and consideration.

## ***The Accommodation Team***

The Accommodation Team is here to support you. If you have an issue or a problem please contact us. You can contact us by:

- E-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk) Or
- Reporting it via your accommodation portal <https://myaccommodation.tees.ac.uk/apply/>
- Calling in to the Accommodation Team Reception, Second Floor, Middlesbrough Tower. (M2.08)
- Calling our office on 01642 342255.

We are accredited through the Universities UK (UUK) Approved Code of Practice for the management of its residences to make sure we give you the best possible service. You can check out the Universities UK code for accommodation by following the link below: <http://www.universitiesuk.ac.uk/Pages/home.aspx>

We have various policies as part of the requirements of this code. In your kitchen you will find a Housing Manual which gives you some useful additional information that you need to know.

## Health, Well-being and Safety

### *Register with a Doctor (General Practitioner – GP)*

On arrival you need to register with a local Doctor (GP). It is very important that you do this as soon as possible.

You can get information on the NHS website “How to register with a GP practice” at the following link

<https://www.nhs.uk/using-the-nhs/nhs-services/gps/how-to-register-with-a-gp-practice/> This includes a facility to find a GP near you.

To register you need your current medical card which should be signed and include the name and address of your current GP, or if you are an International student your passport.

### *Fire Safety*

All students in our halls are expected to comply with reasonable instructions when there is an Emergency Evacuation of a building. Students must respond to all fire alarm activations immediately by leaving their accommodation and going to a designated fire assembly point.



### **Fire Safety Instructions**

#### **If you discover and need to report a fire**

Leave by the nearest exit, following green fire exit signs

**Do not** stop to collect personal belongings  
Sound the fire alarm as you leave (by activating a manual call point)  
Close all doors on the way  
Call Fire Brigade (**Tel 999**)  
Call Security Control Room (internal extension **3200** or externally **01642 342086**)

**Assemble at the nearest Fire Assembly Point**

**Do not** re-enter the building until instructed to do so

**If you hear the fire alarm you MUST**

Leave by the nearest exit, following green fire exit signs

**Do not** stop to collect personal belongings

Close all doors on the way

Assemble in an adjacent car park

**Do not** re-enter the building until instructed to do so

**Do not attempt to fight a fire unless your escape is blocked**



**Never use a lift in a fire evacuation**

If you have a mobility problem you should attempt to leave the building. However, provided you can reach a protected enclosure, such as a stairwell or linked building, you will be safe for at least 30 minutes. Tell someone that you are remaining behind and that the Fire Brigade, Security or Health and Safety must be told. You may ask a friend to stay with you. Once informed, the Fire Brigade can then effect a rescue.

**Fire Door Information**

The fire strategy for our residences utilises fire doors to prevent the spread of fire. Your bedroom and apartment door are classified as fire doors and will prevent the spread of fire for at least 30 minutes. To ensure these fire doors remain in good



condition and operate as they should the University regularly inspect these doors, identifying any damage or issues that impact on their operation. It is important that these doors remain closed and that these doors and the self-closing devices fitted are not tampered with by you or your guests. You must not wedge or use other objects to prevent these doors from closing. If you identify any faults or damage to these doors, for example if there is any visible damage to the door or if the door is not closing properly, you should report this immediately to the University's Accommodation Team by:

- E-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk) Or
- Reporting it via your accommodation portal <https://myaccommodation.tees.ac.uk/apply/>
- Calling in to the Accommodation Team Reception, Second Floor, Middlesbrough Tower. (M208)
- Calling our office on 01642 342255.

### *Personal Emergency Evacuation Plan (PEEP)*

Many students will not have an issue in evacuating but some of you may need some assistance. If you need any assistance please just let us know. We can work with you to make you a Personal Emergency Evacuation Plan (PEEP) which is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency. This doesn't just mean if you have a mobility issue; it could be you have a hearing impairment which means you need a different kind of alerter to an alarm or you may have a condition which means there may be times when you would have difficulty in responding. Or something different to this. In whatever way you may need some assistance we need to know so we can assist you.



**Please note - this Plan only covers University accommodation - it does not cover any other areas of the University.**

It will be developed with your full input with a member of the Accommodation Team, a Disability Adviser (if appropriate) and may also include input from the University's Health and Safety Adviser if necessary.

If you could let us know as soon as possible we can make arrangements to get this put in place. If you would like any further information or would like to chat to someone confidentially please e-mail [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk) and we will be more than happy to discuss it with you.

### *Wardens (including First Aid)*

There is a team of three Wardens who cover your residence who are part of the Accommodation Team. They are on call during each evening and weekend, from **7.00pm until 6.00am** on a rota basis to deal with any problems or concerns that you may have outside of normal office hours.

The Wardens deal with any issues you may have and you should contact them also in the event of any fire alarm activation in your Hall during their duty hours. They are all trained in basic first aid and can be contacted if you have an emergency or an issue which requires first aid. If you have any health and safety concerns either speak to your Warden or the Accommodation Team as soon as you can.

If you have a complaint or dispute or there is an issue regarding noise you should contact the Warden to sort it out. They can then deal with it immediately. They will also keep records of any call outs in case a problem is persistent.

**A Warden from one of the halls is also on call during most daytime hours of each weekend.**

**You can contact the Wardens on the duty mobile number as follows:**

<b>Hall</b>	<b>Warden Number</b>
Parkside Halls & Parkside Village	<b>07796 707728</b>

### *Safety in your room*

**You cannot use candles in your room or any communal area of your accommodation.**

**In the kitchen you must not fry any food using a pan with a deep level of oil without a thermostatic temperature control.**

**If you do not keep the kitchen door closed when cooking you will set the fire alarm off.**

**Please make sure that the extractor fan is on when you are cooking.**

You must also make sure that any electrical equipment that you bring to the University is safe to use and PAT tested. Any electrical equipment which the University deems to be unsafe may be removed. The University will be arranging free PAT testing of equipment for students after arrival.

It is your responsibility to make sure that you do not use any damaged or faulty equipment.

International students please be aware that UK voltage is 230 volts so please make sure that you use the correct equipment.

Any furniture that you provide must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

### *Fire Fighting Equipment*

**You must not tamper with any firefighting equipment, sounder or detector. This is a criminal offence. You will be subject to the University's Student Disciplinary Regulations if you tamper with this equipment.**

All fire alarm activations are linked to the Security Control Room. If you are sure that it is a false alarm, please evacuate and then advise the Warden or Security staff immediately.

### *Other help and support for you*

Teesside University has a lot of help and support for you. There is your school of study to help with things to do with your course but there is also the Student and Library Services Department which provides a whole range of student support services. These include financial support, disability support, counselling, sport & wellbeing, support for international students and much more. *For help with Student Life services please email [studentlife@tees.ac.uk](mailto:studentlife@tees.ac.uk) or visit <https://www.tees.ac.uk/sections/stud/> .*

The Students' Union also offers advice and support on a range of issues including academic appeals and accommodation through their SU Support Service (SUSS.) For help from the Students' Union please e-mail [suss@tees-su.org.uk](mailto:suss@tees-su.org.uk) or visit <https://www.teessu.org.uk/suss>

Student and Library Services and/or the Students' Union may also signpost you to any other relevant external agencies which also may be able to offer you appropriate support.

### *Out of hour's emergency support:*

If you feel you need to talk to someone out of usual university hours (Monday to Thursday 8.30am – 5pm and Friday 8.30am – 4.30pm) please do not worry, there is support available for you. If you contact someone they will talk to you and make sure you have the appropriate support.

Student and Library Services have a lot of really useful information on their website which you may find useful. You can find it here <https://www.tees.ac.uk/sections/stud/>

Your Wardens are there from 7pm onwards each evening and all day during the weekend.

Our Security Team are also on campus 24 hours a day throughout the year.

If you feel you need some support from one of the NHS services you can always call either the NHS Medical Line for medical non-emergency advice on 111 or the Emergency Services on 999 for an emergency requiring immediate attention.

There are contact details for all of these at the end of this booklet.

### *Security & Safety*

Our Security Team are committed to the safety and welfare of all staff and students, and crime prevention issues. Any

security concerns or issues should be reported to our security teams as follows:

Hall	Security Location	Telephone
Parkside Halls	Security Control Room, Ground Floor, Library,	01642 342086 or if calling from an internal telephone, Emergency Number Ext. 3200.

The Security Team is available 24 hours a day, 365 days a year.

CCTV cameras linked to the Control Room with recording facility also protect the campus.

Your Residence is in close proximity to the town centre. You need to be security conscious at all times.

- Keep your building secure by closing main doors behind you and keep your room locked. Report anything suspicious or unusual to a member of staff.

### SafeZone App

Why not sign up to the University's SafeZone App?

- Let's you GET HELP QUICKLY in a personal emergency, or if someone needs first aid or general help
- CHECK IN when you are working alone or in high risk areas, to share your status with the response team. You can set a timer on your check-in session that will automatically alert the team if you become unresponsive.
- Receive NOTIFICATIONS so you know what to do in an emergency.

It's easy to do. Simply go to the App Store on your Smart phone and download the SafeZone App. You can get more information at [www.safezoneapp.com](http://www.safezoneapp.com)

### *Smoking Policy*

The whole of the University Campus is non-smoking. The use of e-cigarettes and vaping apparatus are also not permitted.

**This includes all University Residences.** Any students caught smoking in University Residence will be subject to the Student Disciplinary Regulations and disciplinary action.

## **Administration**

### *Room Changes*

You may be able to change your room or residence but you will be charged £50.00 if we are able to arrange this for you. **You can only transfer within University accommodation.** Please e-mail us first for advice.

### *Accommodation Fees*

You have two options to pay your rent:

#### **One instalment**

Paid when you accept your room offer

#### **Three instalments**

30<sup>th</sup> September 2024

7<sup>th</sup> January 2025

29<sup>th</sup> April 2025

If you have a query about the amount charged you should contact us. If, however, you need to make alternative methods

for payment, or you are having difficulties paying please email [studentlife@tees.ac.uk](mailto:studentlife@tees.ac.uk)

If you have a money worry we may be able to help you. Financial Advisers are available through Student and Library Services.

### *Your Occupancy Agreement*

The Occupancy Agreement you have signed with the University for your accommodation is binding for a minimum of 40 weeks. You will have received this electronically. If you need a hard copy of this you can download a copy from your accommodation portal or contact the Accommodation Team.

### *Withdrawing from your course*

We hope that you won't need to withdraw from your course but if you are thinking of leaving your course please get some advice first. This can be from:

- The Accommodation Team
- Our Finance Advisers (in Student & Library Services)
- Your School of Study

You must tell us if you withdraw from your course. It is your responsibility to do so.

If you withdraw you cease to be a student at the University and unfortunately you will not be able to stay in your room. You will need to leave your room, clear your belongings and **return your keys to the Security Office in the Library.**

When we get your keys back your accommodation fees will then be recalculated but **your caution money will not be returned.**

## *Complaints*

We hope you enjoy your time with us in your accommodation but if you do need to bring an issue to our attention then we will endeavour to resolve it for you as quickly as possible. You can also get a copy of the University's Complaints Procedure which you can get at

<https://www.tees.ac.uk/sections/stud/complaint.cfm>

## ***Leaving your accommodation at the end of your stay***

### *Clearing your room and handing in your key/fob*

At the end of your stay all you need to do is clear out your room, clean it and return your key to the Security Team on the Ground Floor of the Library. This is staffed 24 hours a day, 365 days a year.

### *Inspecting your room*

We will inspect all rooms and the communal areas at the end of your Agreement period. Any charges for damages will be notified to you by email as soon as possible after they have been highlighted.

### *Return of Deposits*

We can only refund the deposit after the final inspection has been done and an agreement for replacement costs for any damages caused has been made. We will itemise any deductions from your deposit if there are any.

Deposits are refunded to you within 28 days of the end of your Occupancy Agreement. They are returned to the credit or debit card which you gave us at the start of the academic year. If this has changed then it is your responsibility to update your bank details on e-vision before you leave.



## *Re-directing Mail*

Please make sure that before the end of the contract period that you notify all authorities of your change of address as all post we receive during the summer months is automatically “returned to sender”. You can redirect your mail via [this link](#). Please make sure that you get all your post redirected to your new address. We are unable to hold letters/parcels for students. All undeliverable parcels/letters will be sent back to sender. “

## *Your Suggestions*

If you have any suggestions on how we can improve this booklet or our service please contact us by e-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk)

If you have further questions not answered in this booklet you should look at FAQ ‘Frequently Asked Questions’ on our website or contact us by e-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk)

## **Frequently Asked Questions**

### **Q1. One of my housemates is noisy. What can I do?**

Let the Duty Warden know. You can find the contact number by looking at the duty rota in your room. Tell them what the problem is and they will try and sort it out for you. They are there to support you.

### **Q2. Who cleans my room?**

You are responsible for cleaning your room.

### **Q3. Who cleans the common areas in my residence?**

There are Cleaners who come round and clean the common areas during the week, however you are responsible for this as

well. You must bag your rubbish each day and keep things clean and tidy. Please take your rubbish out on a weekend.

#### **Q4. Can I have a pet in my halls?**

Unfortunately no pets are allowed. The only animals allowed are those which are working animals or those needed for medical reasons and prior permission must be given by The Accommodation Team.

#### **Q5. Do I have to clear my room at Christmas and Easter?**

No. Your contract is for 40, 45 or 50 weeks which means you can stay, or if you just want to leave your belongings in your room that is also ok.

#### **Q6. I've got a maintenance problem what do I do?**

There are a number of ways in which you can do this. You can:

- E-mailing [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk) Or
- Reporting it via your accommodation portal <https://myaccommodation.tees.ac.uk/apply/>
- Calling in to the Accommodation Team Reception, Second Floor, Middlesbrough Tower. (M2.08)
- Calling our office on 01642 342255.

#### **Q7. Can I get some bedding or a kitchen starter pack?**

You can buy bedding packs & kitchen starter packs from us (subject to availability). You need to buy these at least 10 working days before you get here. If you have not already arranged this please visit <http://tees.ac.uk/payonline>

#### **Q8. I've lost my room key what do I do?**

Don't worry. Spare keys are held in the Security Office in the Library. You can go and sign for the spare. We will have to charge you for the spare if you do not find the one that was issued to you on arrival within one week.

In an emergency one of the Wardens can let you in.

## Q9. How can I pay my accommodation fees (rent)?

Using the accommodation portal - as part of accepting your accommodation offer, fees are either paid in full or in instalments via recurring card payment.

### Payment Options

You can choose to pay by either:

- 1 instalment – Paid when you accept your room offer
- 3 instalments – 30<sup>th</sup> September 2024, 7<sup>th</sup> January 2025, 29<sup>th</sup> April 2025

If you opt to pay in instalments you can calculate the amounts by dividing the annual rent by 3. If you need to make alternative methods for payment, or you are having difficulties paying please contact [studentlife@tees.ac.uk](mailto:studentlife@tees.ac.uk)

## Useful Contacts (including out of hours)

### Accommodation Team

E-Mail: [Accommodation@tees.ac.uk](mailto:Accommodation@tees.ac.uk)

Or through your accommodation portal

<https://myaccommodation.tees.ac.uk/apply/>

### University Security (Main Campus)

Location: Ground Floor, Library

Telephone: **01642 342086** Available:

**(24 hours)**

## Wardens

*(Out of Hours - 7pm – 6am each evening)*

Hall	Warden Number
Parkside Halls & Parkside Village	<b>07796 707728</b>

**Please note – A Warden is also available during the day on Saturdays and Sundays from 6am – 7pm. Their contact number is 07796 707731.**

## Student Life Team

E-Mail for general enquiries:

[studentlife@tees.ac.uk](mailto:studentlife@tees.ac.uk)

Or

E-Mail if you have mental health concerns

[studentwellbeing@tees.ac.uk](mailto:studentwellbeing@tees.ac.uk)

Or

Visit the web pages <https://www.tees.ac.uk/sections/stud/>

**Emergency Maintenance (Call Warden or Security as above)**

***(after 5pm or weekends)***

**Emergency Services (Ambulance, Fire, Police) 999 (24 hours)**

**NHS Medical Helpline 111 (24 hours)**

Or

**Teesside University Students' Union**

E-Mail: [suss@tees-su.org.uk](mailto:suss@tees-su.org.uk)