

Third Party Permissions

Once you have registered your interest in BU accommodation (Stage 1), you will receive an email once Stage 2 is open and your status is showing as Unconditional Firm (U/F). You will be allocated a time slot of a few hours to finalise your booking. Please note the dates and times shown above are to be used as a guide only and are subject to change. Full details will be provided in the emails you receive.

The contact information we have for you is provided via your UCAS application form (where applicable) – you must therefore ensure that the contact details are correct and up to date.

During the accommodation booking process all information will be provided to you online or by email. After the booking process is complete, you will be able to access your account information (including your accommodation contract) at any time by logging back into your online account. Alternatively, at the time of booking, you may print your accommodation contract and retain a copy for your records. If you book accommodation with a private provider they may have different procedures.

We appreciate that you may not be available to complete Stage 1 or to log in during the allocated time slot for Stage 2. You may consider providing your information to a trusted friend or family member so they can do this for you. Before you do, you should consider the following:

- Passing your log in details to a third party enables that person to have access to your personal information which you may or may not be comfortable with. We do not advise or encourage you to pass your log in details to any third party and we will not correspond with a third party without your written consent;
- Your log in details will be the same throughout your time at BU and will give access to personal information about you (including your academic progress and fees and charges payable to BU), for this reason we strongly advise you to regularly change your password;
- During Stage 1 you must provide certain information about yourself to enable us to assess your application for accommodation. This includes medical conditions, access requirements and certain criminal convictions. You must ensure that full and accurate information is provided to us which may mean disclosing this to your trusted third party.
- Information provided at Stage 1 cannot be viewed again at Stage 2. However, Stage 2 information remains available for access and allows access to your financial account with the University;
- During Stage 2 you will be asked to complete a personal profile or answer a 'lifestyle' questionnaire. This information is used anonymously on the accommodation site and other potential flat mates will have access to it. Please note that whilst the information is generic, it may be possible to identify individuals from such information. You do not have to provide this information but, if you do want to do so, you should be comfortable that your trusted third party is able to provide such information about you;
- Once you reserve a room your booking is not complete until you have made the payment required to secure the room. However, once reserved the room selection is final and cannot be changed, even if the choice has been made by your trusted third party.
- If you reserve a room with one of our private partners they have the right to refuse to deal with a third party. You will need to contact them direct to discuss this further once your reservation has been confirmed by BU.