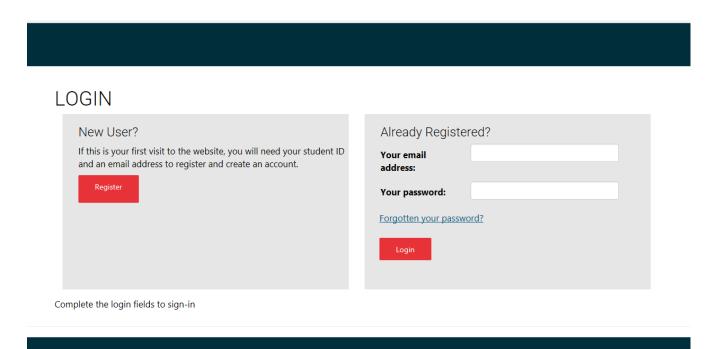


Remember to check your account regularly while waiting for an offer of accommodation. Offers are only valid for a limited amount of time, so log in to the website and check your registered email address at least once a week for any updates. You should also check your spam/junk folder in case any relevant emails have been filtered here.

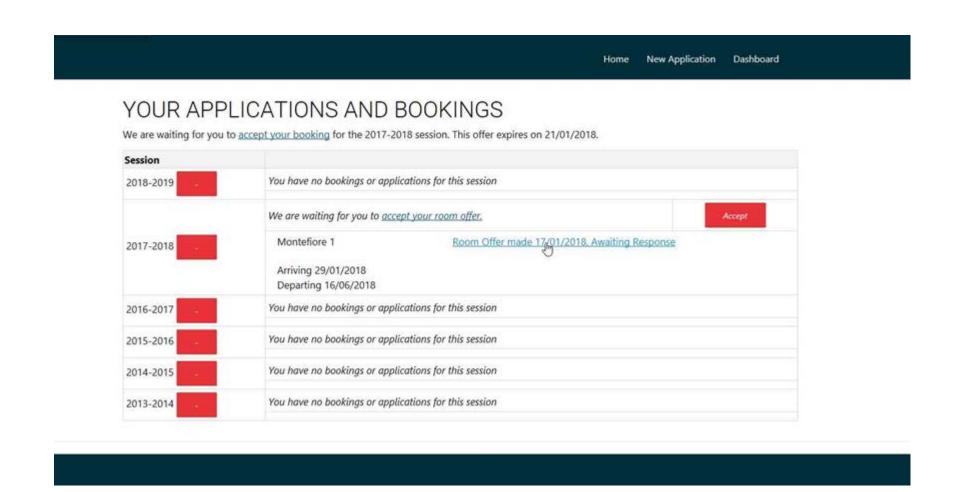
Once you have received an offer of accommodation, you will need to accept it online. This is a guide to help you through the process.



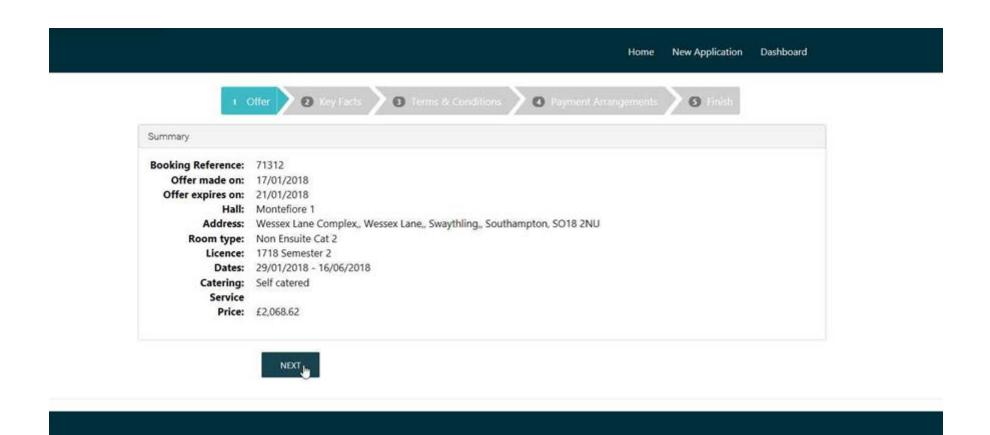
Click "log in" in the top right hand corner of the home page to log in to your account.

You should log in with the email address which you used to register.

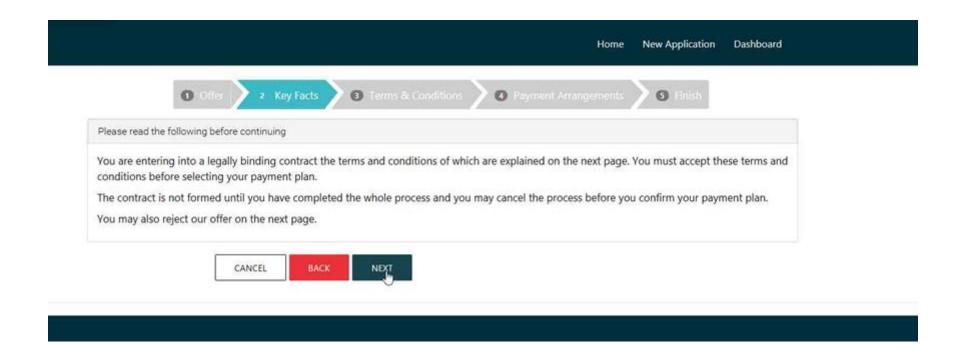
If you have forgotten your password, you can reset it using the "forgotten your password?" link.



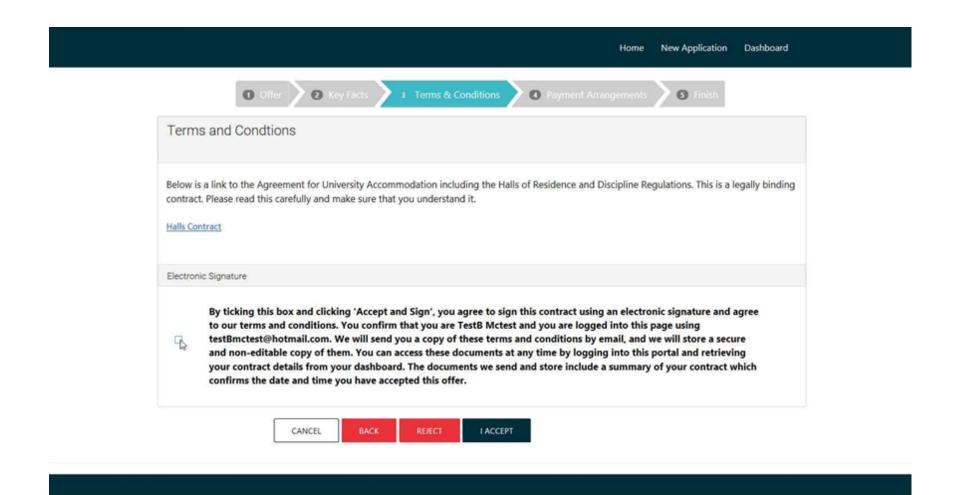
After you have logged in, you can view your applications by selecting the Dashboard link in the top right hand corner. Offers awaiting response will show here. You can view the details of the offer and accept it from this page.



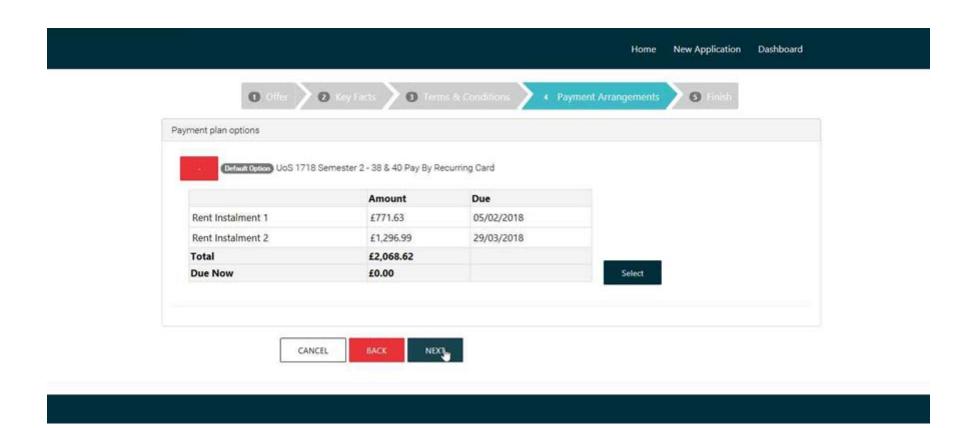
After you click "accept", you will be shown a summary of your offer which includes the location, room type and catering, tenancy period and overall price of the contract. Note the date that the offer is due to expire- you must accept it before this date. Select "next" if you are happy with these details.



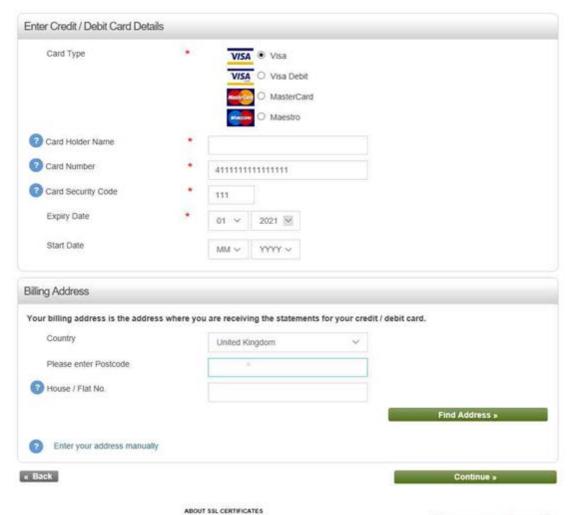
Step 2 will state that you are entering a legally binding contract, and reminds you that the contract is not formed until you have completed the acceptance process and confirmed your payment details.



Step 3 allows you to read the Agreement for University Accommodation and prompts you to tick the box confirming that you have read and agree with the terms and conditions. This agreement contains important and useful information about your contract.



Step 4 will confirm the full amount due for the tenancy period, as well as the due dates for instalments. These payments will be automatically collected via Recurring Card Payment on the dates stated, using the card details entered when accepting your offer. Make a note of these, as you need to ensure you have enough money in your designated account on these dates to cover the fees. You can update the card details at any point during your tenancy by contacting the accommodation team.



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After selecting "Next" you will be taken to the Web Payments site, where you can register your card details and make a pre-payment.

Postgraduates will be asked to make a prepayment of £350, and returning students £150.

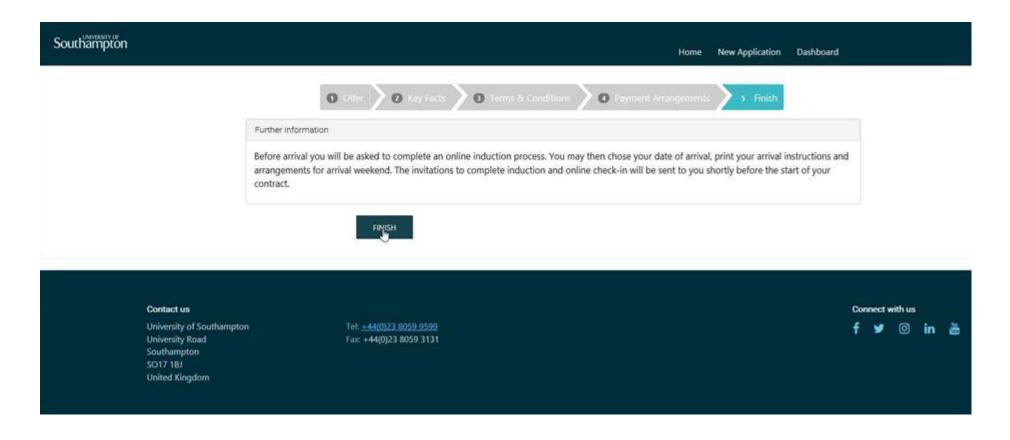
New undergraduates are not required to make a pre-payment.

If you do not need to make a pre-payment, the amount to pay will show as a blank box.

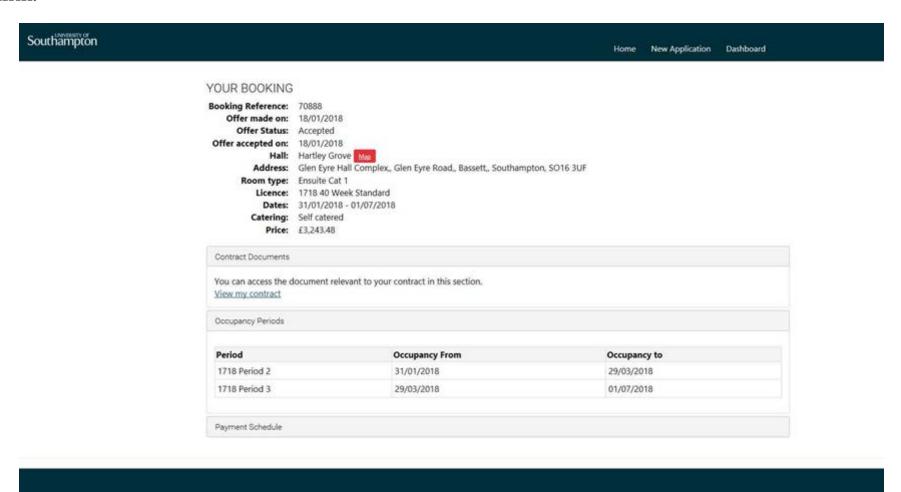
It is necessary to add your card details in order to accept your offer, even if no pre-payment is due. These card details will be used to take accommodation instalments when they are due, via Recurring Card Payment.

You will be prompted to enter your card details and the billing address attached to the card. If you have any issues inputting your card details, please contact the accommodation team at accommodation@soton.ac.uk.

After your card details have been accepted, you will return to the accommodation site, where the next screen will confirm your booking. Continue to step 5, and click "finish" to complete the acceptance process.



You can review your bookings at any time from your dashboard. The offer status will now have changed to "accepted". You can also download a copy of your contract using the "view my contract" link.



If you have any questions or experience any problems at any point during the acceptance process, please contact the accommodation team directly via:

Telephone: +44(0)2380 595959

Email: accommodation@soton.ac.uk

In person: Student Services Centre, Building 37, Highfield Campus