


## **The Housing Application and Allocation Process**


-  The CBS housing department has access to six student residences. \*  
You can only apply for these using the CBS Housing on-line application process.


### **\* Nimbuspark is a graduate only dorm**


A link to the Housing Application and Allocation process will be sent via email to your CBS email address only. (ISUP students will be sent the link to the email address they supplied).


Use the link to apply for a room in a student residence.


**Note:** You must list the dorms in order of preference and choose a single or shared room, or a large, medium or small room. It is not possible to choose a particular room.


-  **You must not choose a dorm more than once or choose only one dorm.** If you do, your application will become void and you will have to apply again.

-  Information about the individual residences can be found on the Accommodation webpage under the heading **Student Residences**.


-  The application and allocation processes are fully automatic and not dependent upon application numbers or queue numbers.


-  The CBS Housing Department will send you a Room Reservation with your dorm room allocation.


-  You must respond to this allocation by returning your signed Room Reservation within 48 hours.


-  It will not be possible to change your room or your residence after you have accepted a room and paid for it.

-  CBS does not own any dorms and does not receive any payments.

-  The CBS Housing Department facilitates access to rooms in privately-owned dorms.

-  The CBS Housing Department can neither confirm payments nor refund deposits.

 Students must abide by the rules laid down by the dorm owners or administrators.

 The CBS Housing Department is **not** responsible for dorm maintenance, keys, damages, faults or repairs. Information about who to contact in these cases is included in the Welcome Package, which you will receive on arrival.

 **Insurance**

Neither CBS nor the dorm owners can insure you against loss, theft, injury or damage. You must therefore make sure you are adequately insured before you leave home.