

# How to accept your BCU NOMS Application.



Congratulations on getting to study at Birmingham City University.

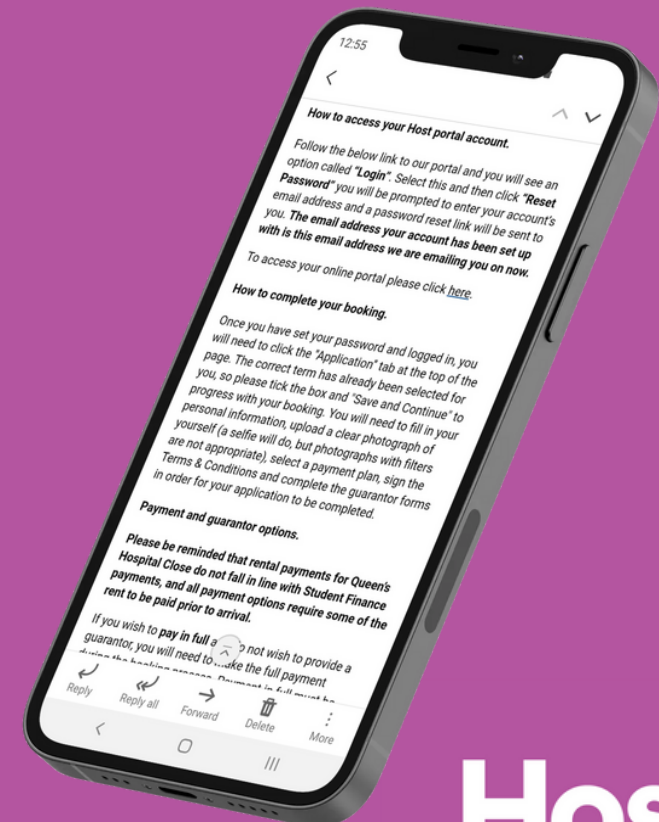
We're sure you're a little nervous about the next steps in confirming your student accommodation so this guide will take you through the different steps to confirming your room with Host.

# Step 1.

We will receive your application from BCU.

We will then begin processing your application through our online booking system.

Once we've created an online account for you, our team will email direct to you a link to the Host online booking portal.



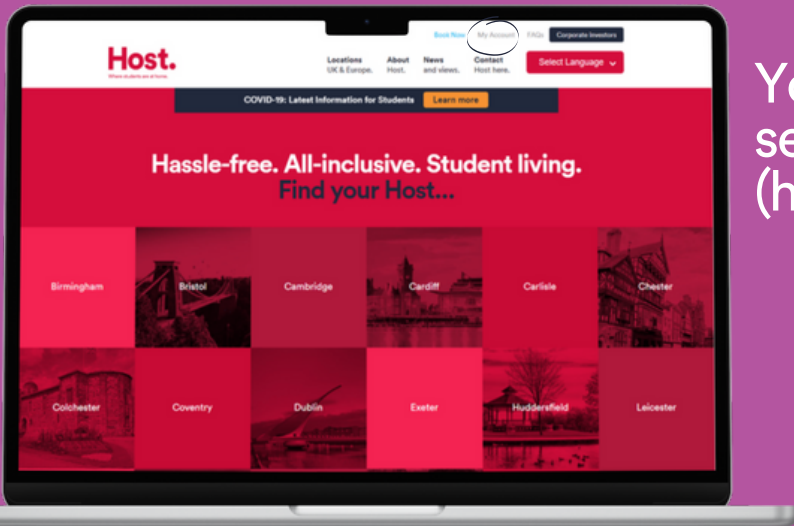
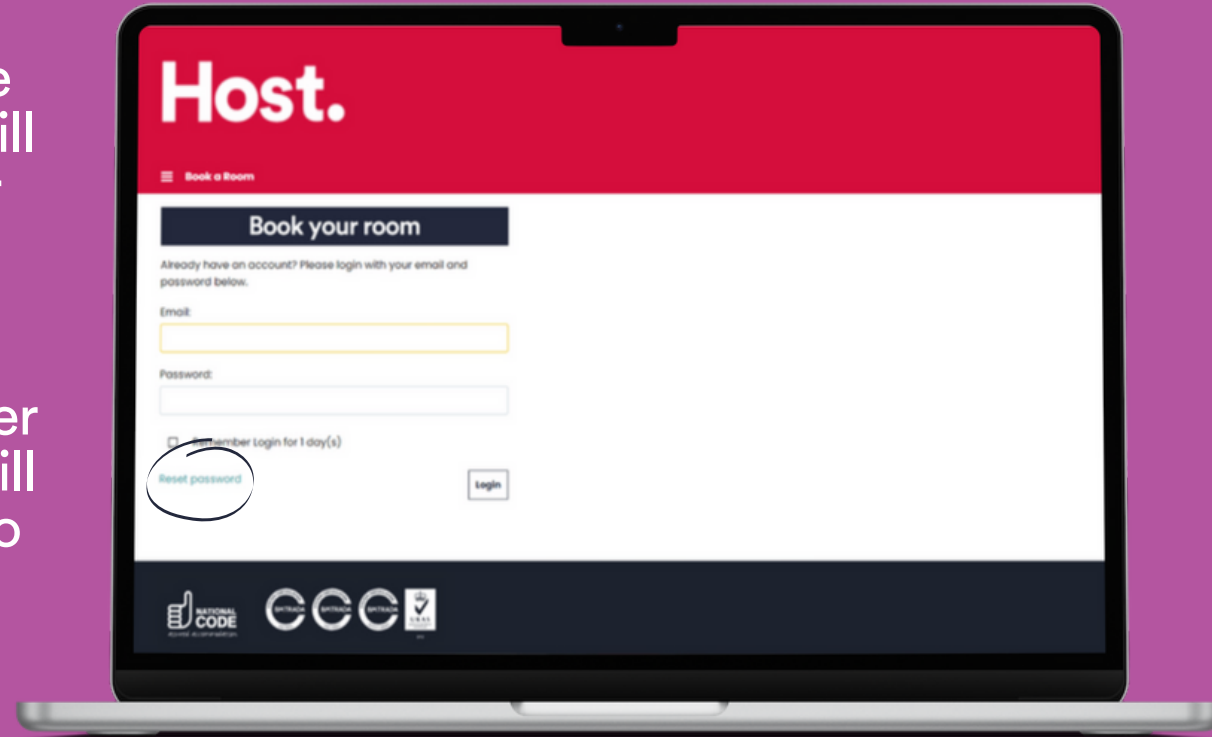
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# Step 2.

Click on the link in the email, it will take you to our booking portal where you will activate your account. To activate your account you must first click the **Reset Password** link.

A new window will open for you to enter and confirm your email address. You will then receive a fresh link to your email to create a new password.

Once this process is complete your account is active and you can log in to your account.



You can always access the booking portal by selecting **My Account** on the Host homepage (host-students.com).

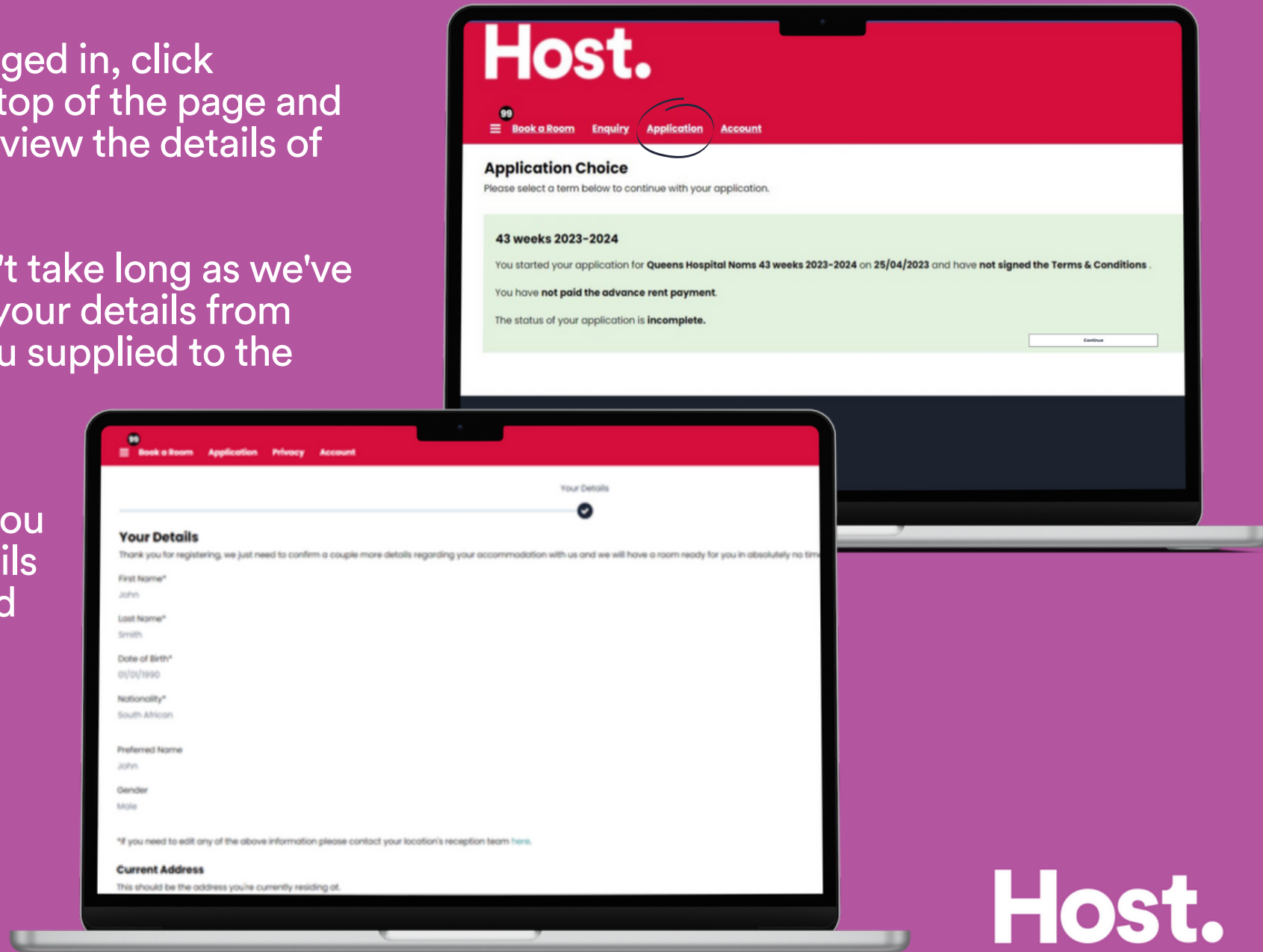
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# Step 3.

Once you have logged in, click **Application** at the top of the page and you will be able to view the details of your application.

Don't worry it won't take long as we've uploaded most of your details from the information you supplied to the university.

To complete the process we need you to check your details are correct and add in any missing information.

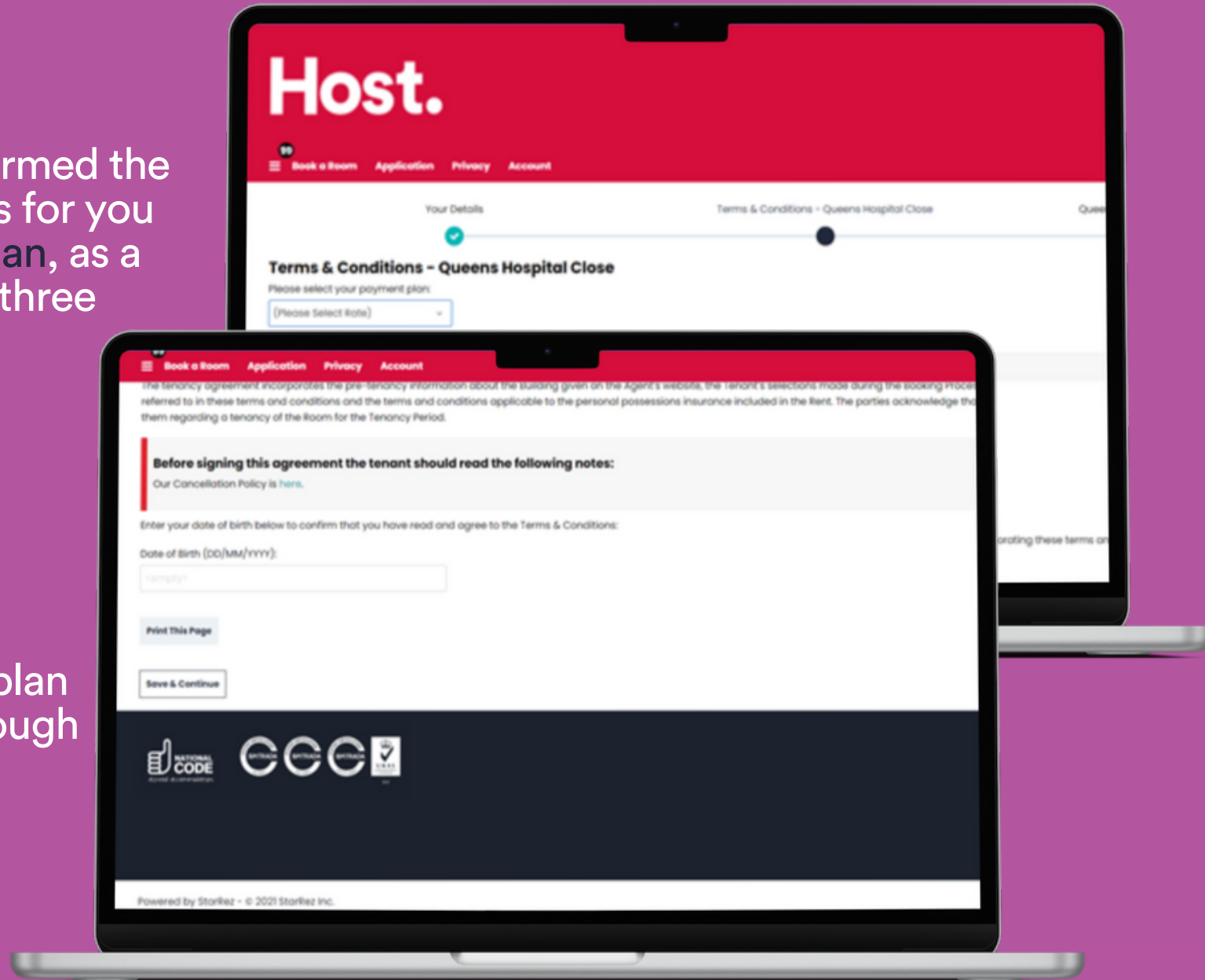


# Step 4.

With all your details confirmed the next step of the process is for you to select your **Payment Plan**, as a UK student you will have three **Payment Plan** options:

- Full year payment
- Instalment plan\*
- Monthly plan\*\*

When you have selected your preferred payment plan you will need to read through and sign the **Terms and Conditions**.



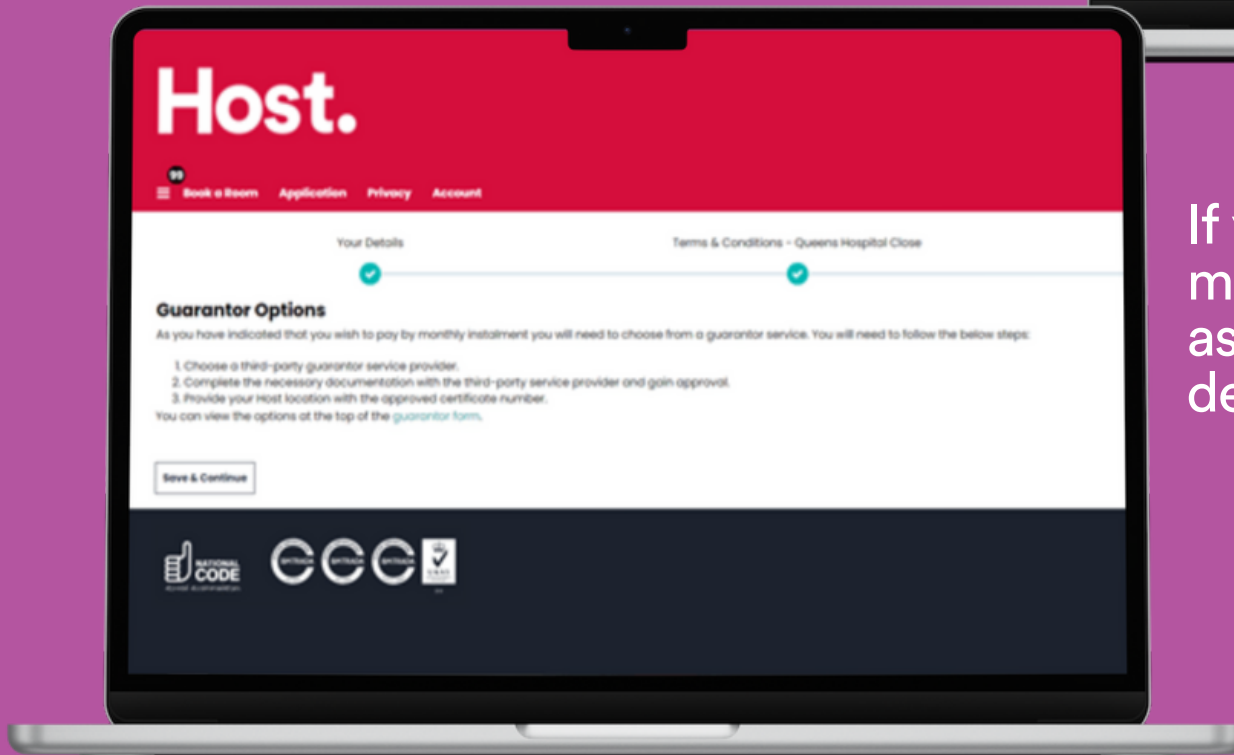
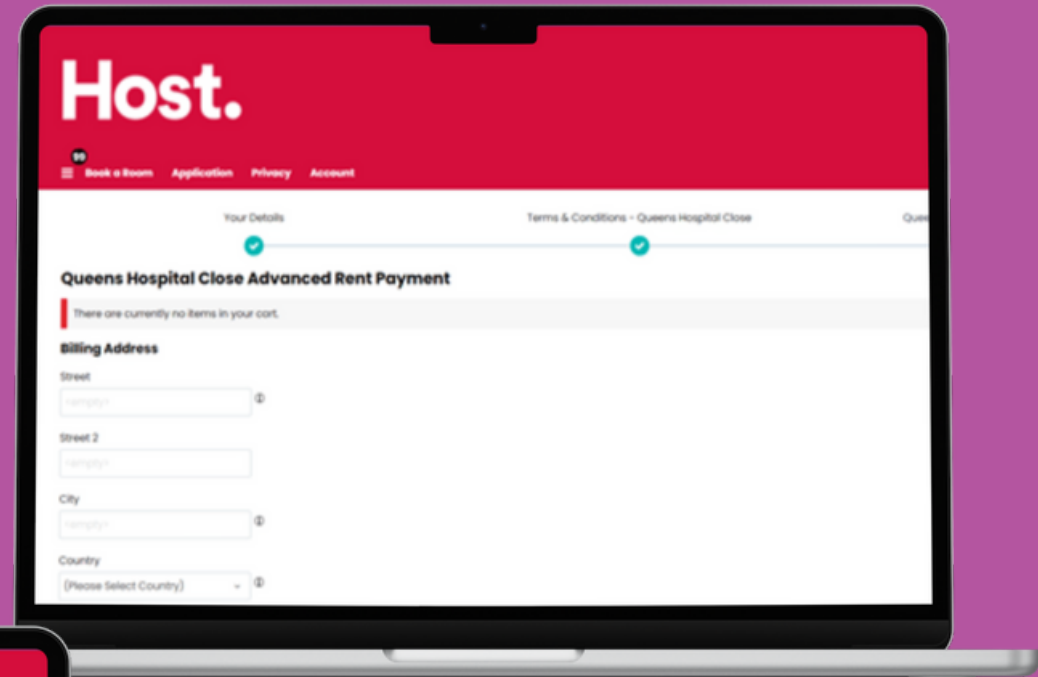
\* Only available with someone you know personally, living and working in the UK, acting as the Guarantor.

\*\* Only available via a third-party guarantor scheme such as Housing Hand.

# Step 5.

With your payment plan selected and terms and conditions agreed and signed. The next step is to make your **Advanced Rental Payment**.

We don't take a deposit to secure your room instead we ask you to make an advanced payment that is deducted from your overall rental payment for the year.



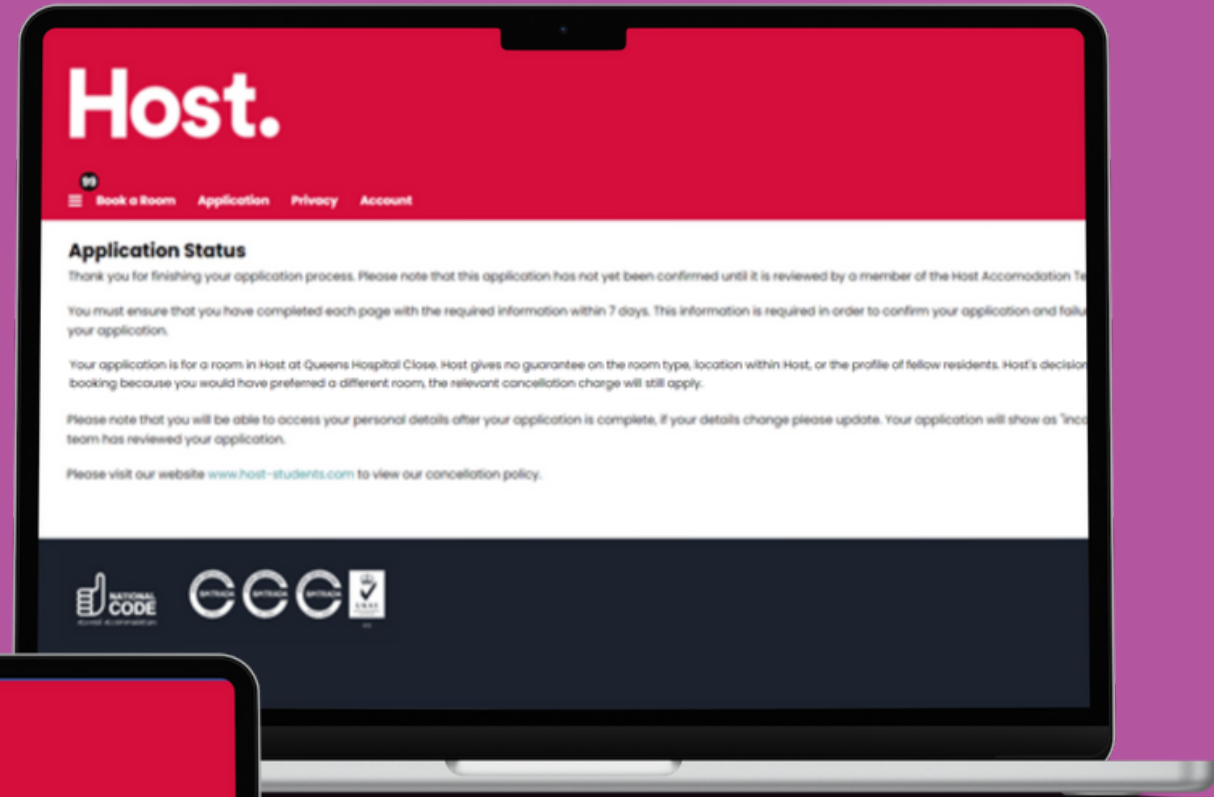
If you selected to pay your rent monthly or in instalments you will be asked to complete a form with the details of your nominated **Guarantor**.

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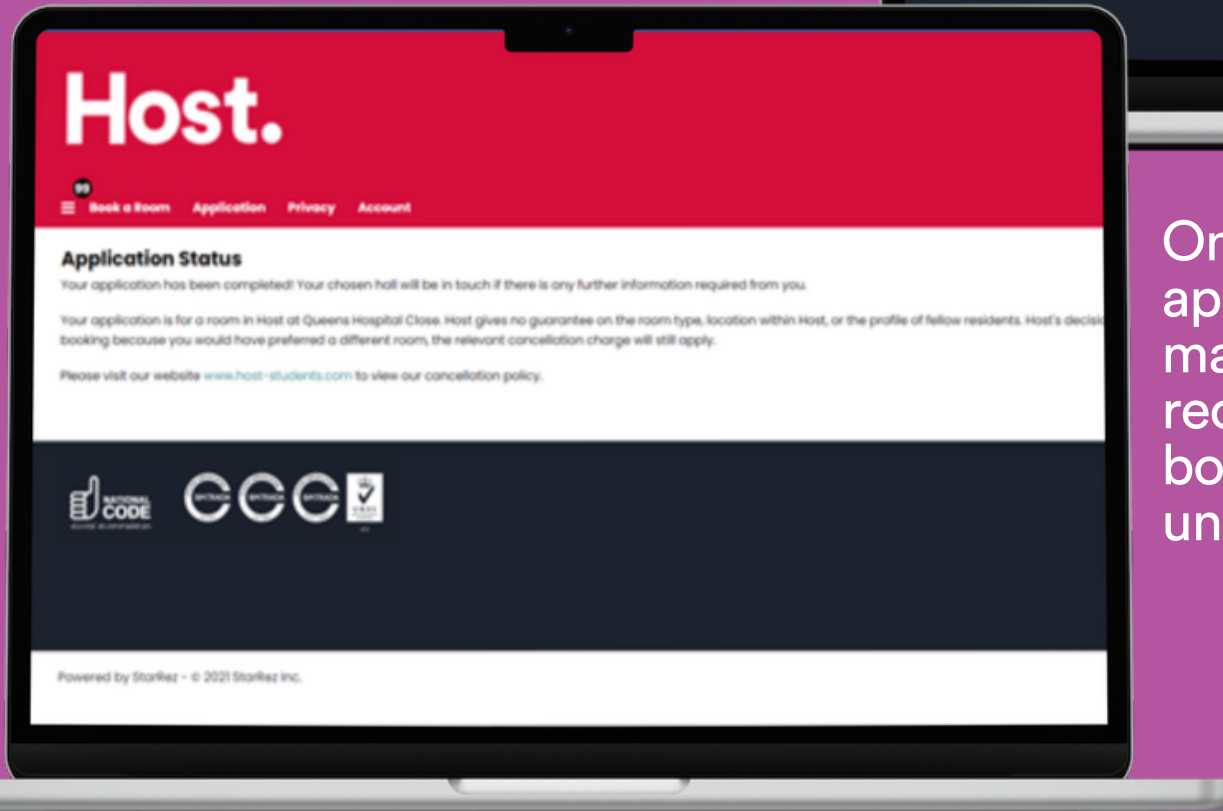
# Step 6.

When you have completed all the above steps you will be taken to a confirmation page.

Your application will now be reviewed by one of our team and will show as **Incomplete** under application status.



Once our team have reviewed your application, the advanced payment is made and the guarantor documents received (where required), the booking will switch to **Reserved** under your application status.

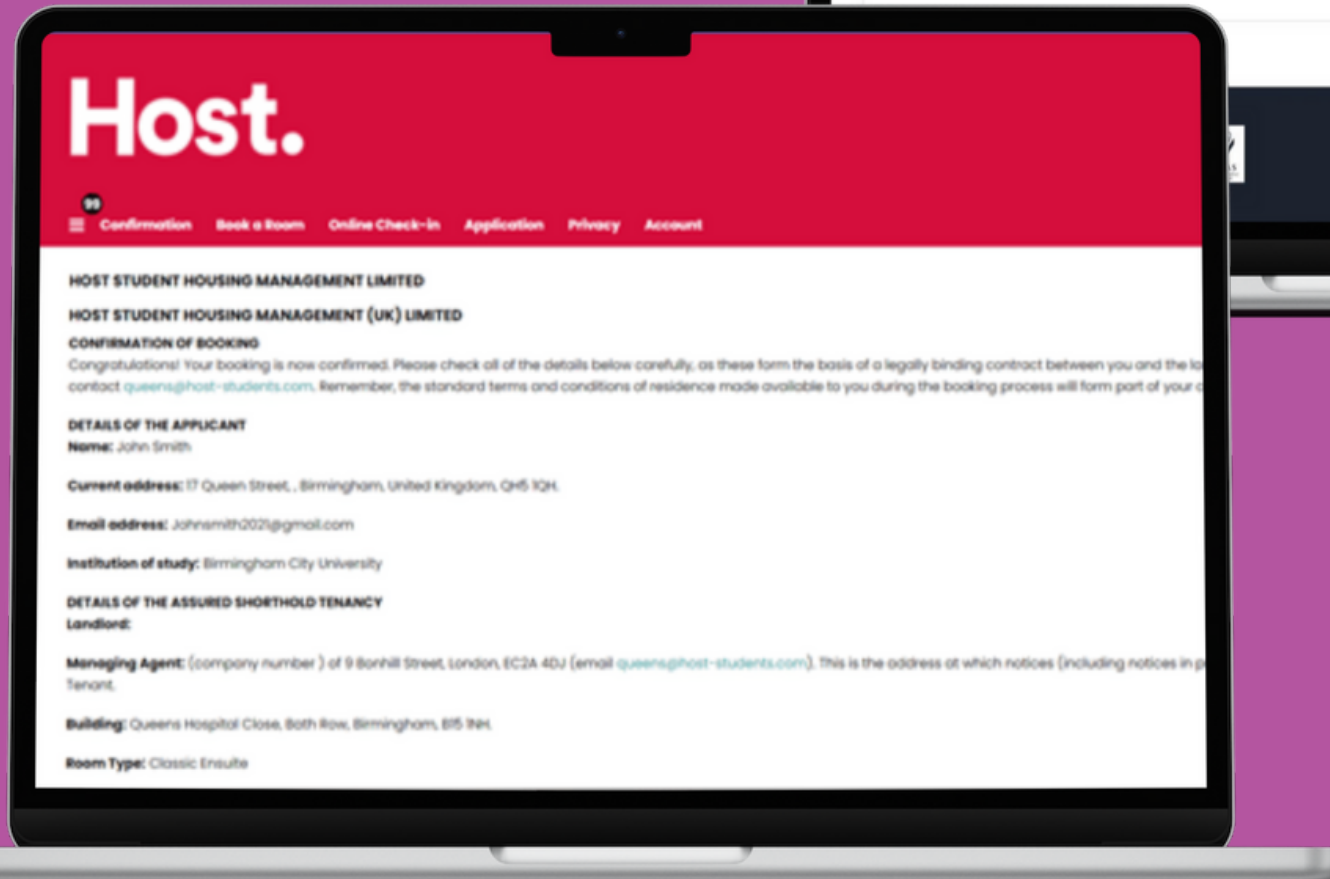
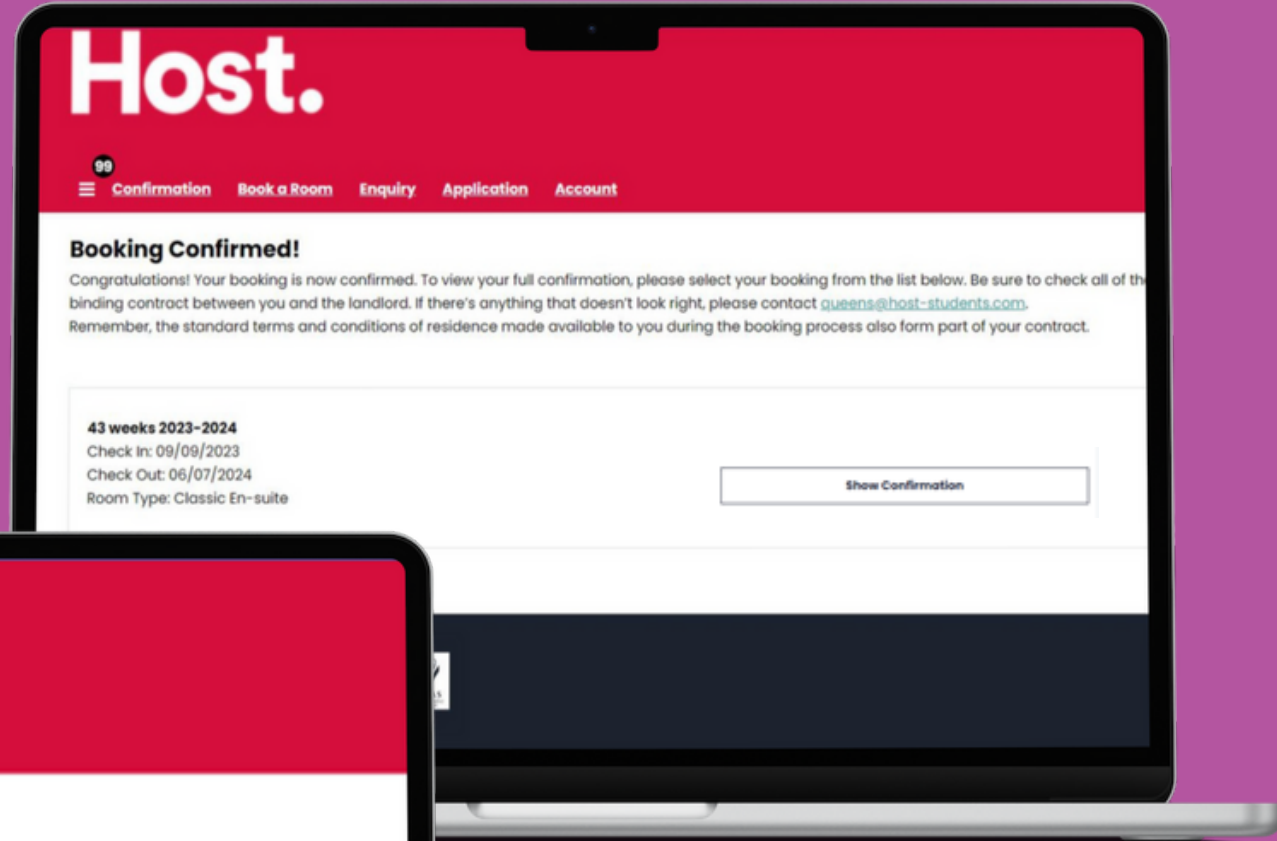


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# Step 7.

Once every step is completed you will see a new tab on the menu called **Confirmation** you will also receive a link to this page via email. The confirmation page details all your tenancy agreement including your payment dates.



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# Congratulations!

Your application is complete and we can't wait to welcome you to Queen's Hospital Close this September.

We'll be in touch closer to moving in with all the details but, in the meantime if you need anything, please feel free to contact us at:

**queens@host-students.com**  
**0121 817 8307**

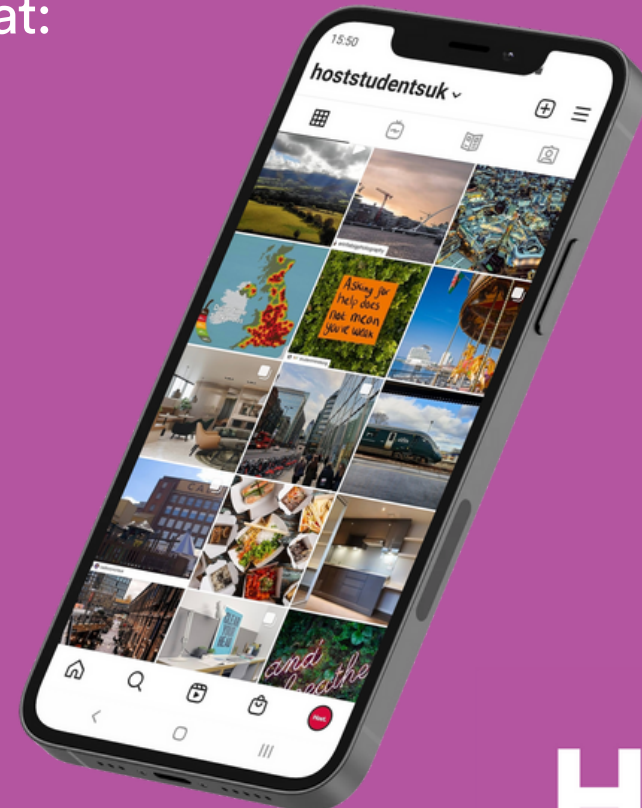
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