

Process for accepting
student
accommodation at
Hamstead Campus
(HAMCAM)

Step 1:

- BCU notify HAMCAM once you have been offered an unconditional place at BCU
- HAMCAM will send you an email, with a link taking you through to our application form (www.ham-cam.com/apply)
- HAMCAM requires you to complete your application form within 5 days

STEP 2:

Please complete all details on the HAMCAM application form

Apply for a room

Application Details

* Term

Please Select:



* Year of study from September 2023?

Please Select:



* Which University are you attending?

Please Select:



* What subject are you studying?

* Which accommodation type are you applying for?

Please Select:



* What sort of accommodation would you like?

Please Select:



Please complete all details on the HAMCAM application form



* Do you have a disability or impairment that we may need to consider in finding you the best accommodation for your needs?

☐ No

☐ Yes

* Do you want to live with anyone in particular?

☐ No

☐ Yes

* Do you have any special requests?

☐ No

☐ Yes

Applicant Details

* Title

Please Select:

* Full Name (as per passport)

* Gender

Please Select:

* Date of Birth

dd/mm/yyyy

Please make sure you list all your given names

If you want to pay in termly instalments you will need to provide a UK guarantor.

Your guarantor needs to live and work in the UK (For at least the last 3 years)

Payment Details

* Does your Guarantor live and work in the UK?

☐ No

☒ Yes

How will you pay your rent?

☐ Annually upfront in one instalment (1% discount)

☒ 3 instalments (September, January, April)

Guarantor Details

* Is your Guarantor the same as your Emergency Contact?

☐ No

☒ Yes

An email will be sent to your Guarantor with a link to the Guarantor application form which will need to be submitted before your application can be processed.

* Guarantor Email Address

* Confirm Guarantor Email Address


* Country of Residence

STEP 3:

Once you have completed the Hamcam application form with all the required information, this will automatically been sent to HAMCAM



HAMCAM will then issue you with a confirmation email with a pdf file summarizing your student accommodation booking



Phone0121 554 7213
Emailenquiries@ham-cam.com
Date

Student name

Hamcam Booking ref

SUBJECT TO CONTRACT

Property type

Room allocated

Price per person per week

No of weeks

Contract start date

Thursday 7th September 2023

Contract end date

Would like to share with

Payment instalments

3

Guarantor

Initial rent payment

Due date

1st payment

Due date

2nd payment

Due date

3rd payment

Due date

Always quote your booking ref on your payments and communications to Hamcam, REF 23-

STEP 4:



You will be asked to forward some documents in order for HAMCAM to issue you with an Assured Shorthold Tenancy agreement:

- A copy of your passport (and visa vignette if applicable)
- Your right to rent share code which is issued by the UK government (if non UK student)
- A copy of your student ID card or course confirmation letter

If you are using a UK guarantor:

- Your guarantor must complete an online application and upload a copy of their passport and a recent wage slip

**We need these by this date so that we can proceed to contract and secure your room for 23/24,
SUBJECT TO CONTRACT**

STEP 5:



Once we have the approved documents from you (and your guarantor if applicable):

- We issue your contract electronically to you and your guarantor (if applicable), via Adobe, to review and sign electronically and is forwarded in a separate email.
- Once the agreement has been signed by you it will automatically be forwarded to your guarantor (If applicable) to review and sign.
- Once signed by you and your guarantor it is then forwarded to HAMCAM to sign.

You will be signing a legally binding contract, please see terms and conditions at hamcam.com for further information and take independent advice as you think appropriate

STEP 6:



You will be asked to pay an initial rent payment as soon as your contract is issued.
This is part of your first term rent, it is not a deposit or fee.

Initial rent payments:

Studio	£500.00
2 bed flat	£250.00
5 bed flat	£100.00

Payment can be made via bank transfer or by credit/debit card over the phone

Your application is now complete!

We will be in contact with you before you move in but if you have any questions or need to get in touch then please do so:



0121 554 7213



enquiries@ham-cam.com



ham-cam.com