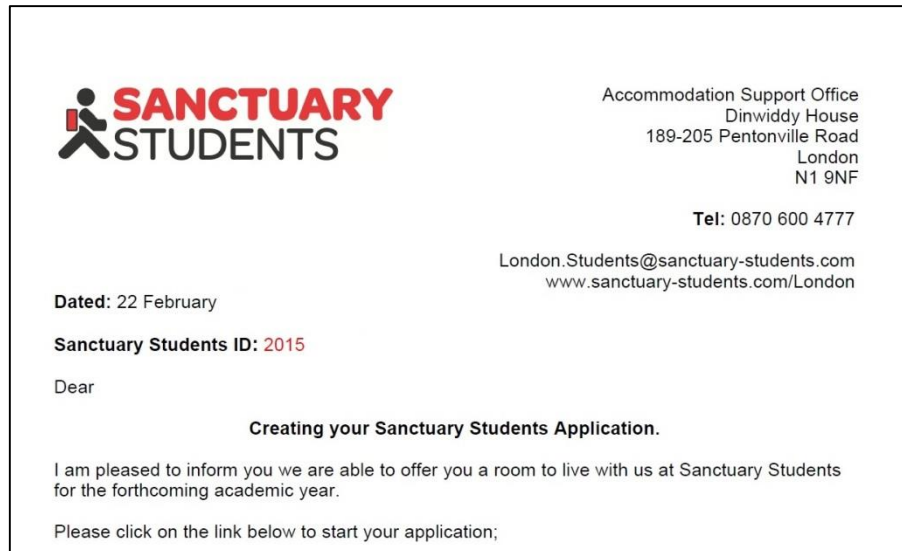


How to Apply to Lilian Knowles

- 1) Submit an application for accommodation on [Hallpad](#) and select any Lilian Knowles room type as your first preference. If your application is successful, you will receive an initial offer via Hallpad for a space (not a specific room type) in Lilian Knowles. You should accept this offer on Hallpad to allow LSE to refer your application to Sanctuary Students.
- 2) You will then receive an email from Sanctuary Students inviting you to register for your room with them. Attached to this email is a welcome letter containing your unique Sanctuary Students ID and a link to begin your application.



- 3) Once you have clicked on the link, enter your Sanctuary Student ID and date of birth. Then select *Check Details*. Do not select *Login* at this stage.

A screenshot of the Sanctuary Students website's "Create a Login" page. The top navigation bar is red with links for Home, Accommodation, Living with us, More than just a room, and International students. Below the navigation bar, the page title "Create a Login" is displayed. The main content area has a light blue background and contains the following text: "Thanks for expressing an interest in accommodation with Sanctuary Students. The first step towards booking your place with us is to create a Sanctuary Online Login. Please enter the Sanctuary Student ID you were provided with in your invitation email and your date of birth to begin." Below this text are two input fields: "* SANCTUARY STUDENT ID" and "* DATE OF BIRTH". A yellow rectangular box highlights the "CHECK DETAILS" button. Below the button, there is a note: "If however you have already registered, please click 'Login' to go to the Login page." and a "LOGIN" button.

- 4) You will then see a *Create a Login* page. Enter your Contact Details and choose a Username and Password.

- 5) Once you have created an account, you will receive a confirmation email including a link to confirm your details. Click on the link.
- 6) You will be taken to a confirmation page with a confirmation code box. Click *Continue*.

- 7) You should then be able to log in using the details you entered in Step 4.
- 8) On your main Account screen, click *Start* next to *Academic Year 2016-17*.

- 9) On the *My Sanctuary Students Application Details* screen, enter your Contact Information and click *Next*.

- 10) On the *More About Me* screen, select London School of Economics as your institution and select your Course. Enter some further information as requested on this page.
- 11) On the *Accommodation Preferences* screen, select your first and second choice bedroom types.

Site map • Cookie Policy • Accessibility •

Home Accommodation Living with us More than just a room International students

Accommodation Preferences

1 2 3 4 5 6

My Room

1st Bedroom Type

*** Let Length**

2nd Bedroom Type

*** Let Length**

Additional Preferences

* Want to share with friend(s) or have special requirements?

* Do you wish for single sex accommodation?

* Course Year

BACK NEXT

- 12) On the *Your Sanctuary Student Payment Schedule* screen, select either one or three payment dates.

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Home Accommodation Living with us More than just a room International students

Your Sanctuary Student Payment Schedule

1 2 3 4 5 6

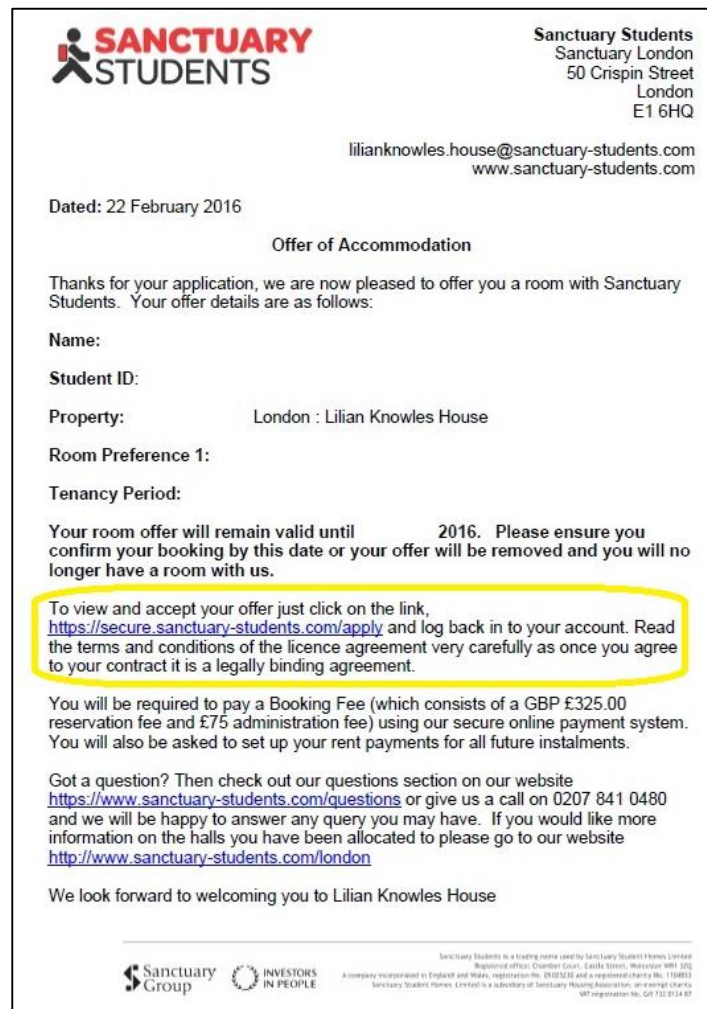
Please select a payment schedule that best fits your personal circumstances.

Frequency	One	Three
Payment Dates	18 Aug 2016	27 Sep 2016
		10 Jan 2017
		04 Apr 2017
Select one option		

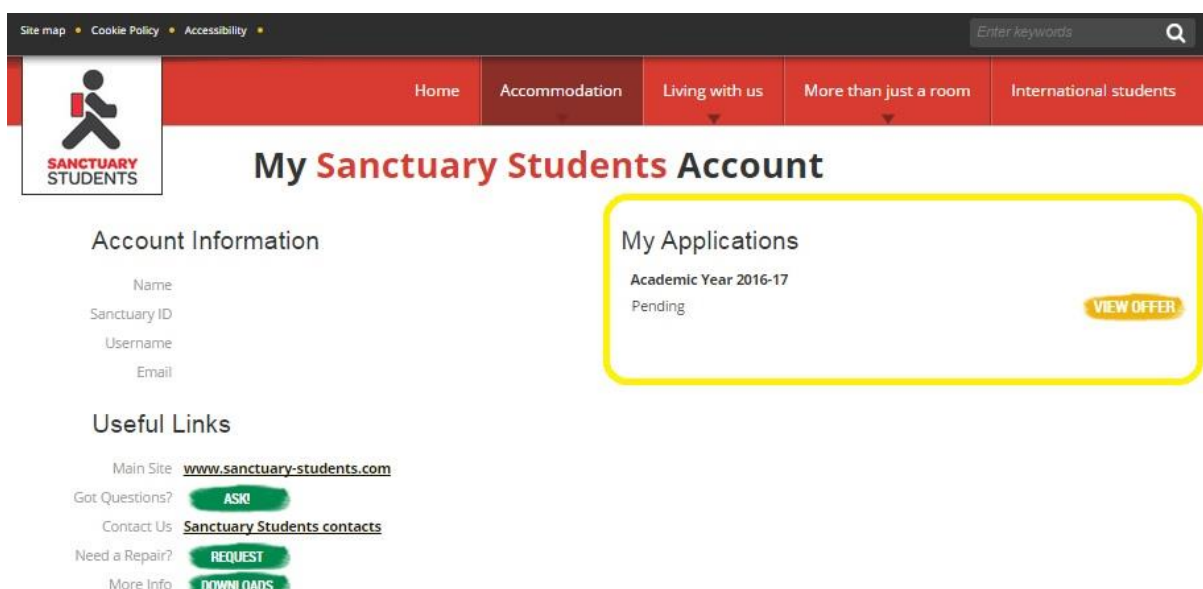
- When a UK based guarantor is not available payment must be made in advance and in full, by cleared funds (select option one)
- For the safety and security of our customers and staff, Sanctuary Student Homes does not accept rent payment by cash
- Payments received by credit card are subject to a 2% transaction charge

BACK NEXT

- 13) You will then see an *Application Summary* screen. Select *Submit* to complete your application.
- 14) You will receive a confirmation email from Sanctuary Students confirming receipt of your application.
- 15) If you are successful, you will receive an email from Sanctuary Students with an attached offer letter. Click on the link within the letter to view and accept your offer.



- 16) Select 'View Offer' on your *My Sanctuary Students Account* screen.



- 17) On the *Offer Details* screen, you will see your bedroom type, tenancy dates and payment schedule. Click *Continue*.

Site map • Cookie Policy • Accessibility • Enter keywords

Home Accommodation Living with us More than just a room International students

Offer Details

1 2 3 4 5 6

About the Offer

Name
City / Site Name
Bedroom Type
Postal Address
Tenancy Start
Tenancy End
Payment Schedule

Sanctuary London Lillian Knowles House
Sanctuary Students, Lillian Knowles House, 50 Crispin Street, London, E1 6HQ
You have chosen to pay by 15/16 - 3 Equal Payments. Here is a full breakdown of your payment schedule

Due Date	Amount
27 Sep 2016	£
10 Jan 2017	£
04 Apr 2017	£

Additional Information

The offer is subject to the following terms and conditions:

- Providing valid guarantor details (where required)
- Enter payment details for accommodation (where required)
- Paying a Advance Rent payment (where required)

This offer remains valid until 07 March 2016. You must complete and fulfill above terms before this date to confirm the booking, otherwise your room reservation will be removed.

BACK REJECT CONTINUE

- 18) The next page will contain the *Agreement to create an Assured Shorthold Tenancy*. Read and accept each section.
- 19) You will then be asked to pay a £400 booking fee. This is made up of a £325 advance rent payment which is credited towards your first payment instalment and £75 which is a non-refundable admin fee.
- 20) You will then be asked to review and confirm your offer. Sign the contract electronically by clicking *Accept*.

Site map • Cookie Policy • Accessibility • Enter keywords

Home Accommodation Living with us More than just a room International students

Review and Confirm

1 2 3 4 5 6

Offer Review

Please review the details of your offer below, and if you are satisfied, electronically sign the agreement by re-entering your username and password
Once this agreement has been signed, it becomes legally binding, subject to Distance Selling Regulations.

Offer Details

Name
City / Site Name
Bedroom Type
Postal Address
Tenancy Start
Tenancy End

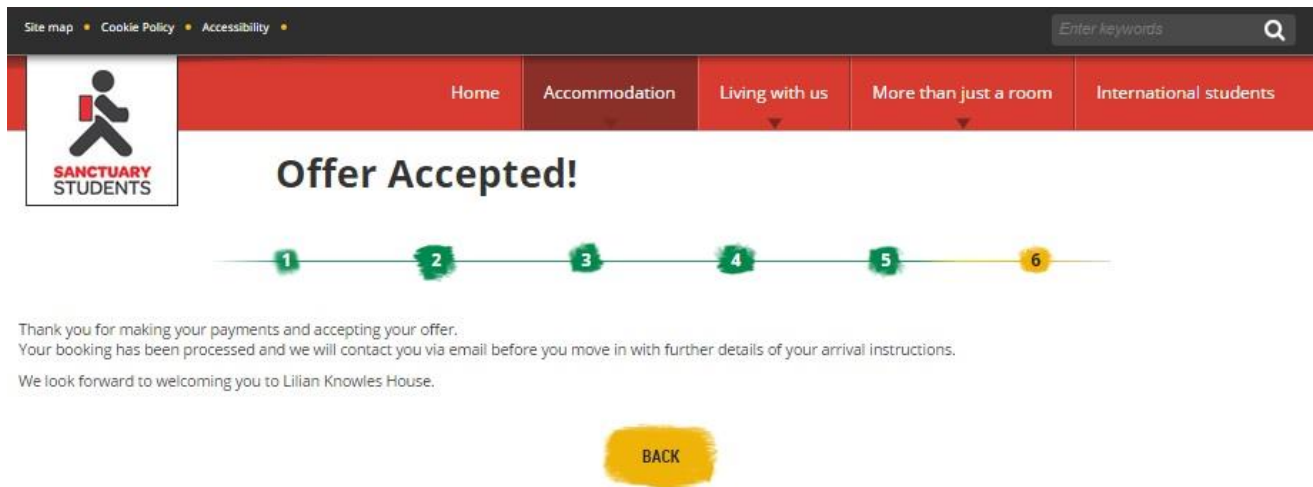
Sanctuary London Lillian Knowles House
Sanctuary Students, Lillian Knowles House, 50 Crispin Street,
Street,

Payment Schedule

You have chosen to pay by 15/16 - 3 Equal Payments. Here is a breakdown:

Due Date	Amount

- 21) Once signed, you have officially accepted your offer for a room at Lilian Knowles! You will receive another confirmation email from Sanctuary Students and you will be contacted by them prior to your move-in date with arrival instructions.



Updated March 2016