



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# LSE Summer School 2024

## Accommodation Guide



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# Welcome

We are your Warden team at the London School of Economics, and we are here to support you with any wellbeing or additional support whilst you stay in LSE halls.

Wardens and Subwardens are available in the evenings and 24 hours over the weekends. To contact the Warden team at your hall simply visit reception or email [wardens@lse.ac.uk](mailto:wardens@lse.ac.uk)

There's also lots of information on our [Halls Life](#) platform including information on all the [support available in your hall](#). We'll send you an email with all this information when you arrive at your hall.

Our partners, [Spectrum Life](#) also offer free and confidential wellbeing support 24 hours a day, 7 days a week by calling 0808 1890103 or you can text and WhatsApp to 00353 873690010

It is important that you reach out to us for support if you are struggling.



# Booking your accommodation

## Which halls can I stay in?

### **Bankside House**

24 Sumner Street, London SE1 9JA

Reception is open from 7am to 11pm and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Tel: +44 (0)20 7107 5750

Email: [banksidereception@lse.ac.uk](mailto:banksidereception@lse.ac.uk)

### **Carr-Saunders Hall**

18-24 Fitzroy St, London W1T 4BN

Reception is open from 8am to 8pm and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Tel: +44 (0)20 7107 5888

Email: [carr-saunders@lse.ac.uk](mailto:carr-saunders@lse.ac.uk)

### **High Holborn Residence**

178 High Holborn London WC1V 7AA

Reception is open from 8am to 8pm and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Tel: +44 (0)20 7107 5737

Email: [high.holborn@lse.ac.uk](mailto:high.holborn@lse.ac.uk)

### **Passfield Hall**

1-7 Endsleigh Place London WC1H 0PW

Reception is open from 8am to 8pm and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Tel: +44 (0)20 7107 5925

Email: [passfield@lse.ac.uk](mailto:passfield@lse.ac.uk)

### **Rosebery Hall**

90 Rosebery Ave, London EC1R 4TY

Reception is open from 8am to 8pm and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Tel: +44 (0)20 7107 5850  
Email: [rosebery@lse.ac.uk](mailto:rosebery@lse.ac.uk)

### **Sidney Webb House**

159 Great Dover Street, London SE1 4WW

Reception is open from 8am to 8pm daily and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Contact details:

Tel: +44 (0)117 302 7259

Email: [sidneywebb@unitestudents.com](mailto:sidneywebb@unitestudents.com)

### **urbanest Westminster Bridge**

203 Westminster Bridge Road, London SE1 7FR

Reception is open from 8am to 6pm daily and our team will be more than happy to give you any relevant information about the hall or surrounding areas.

Contact details:

Tel: +44 (0)20 7042 6334

Email: [enquiries@urbanest.co.uk](mailto:enquiries@urbanest.co.uk)

## **Who can book Summer School accommodation?**

You can only book accommodation after you have received your offer for an LSE Summer School course.

Once you have this, you will be given a password to access the special Summer School accommodation rates. For more information, visit: [Summer School accommodation](#)

## **How can I book Summer School accommodation in LSE halls?**

For main sessions:

- You can book accommodation online. Follow the 'book online' link on each hall page. To see which halls are available, visit: [Accommodation for LSE Summer School](#).

For preparatory English course accommodation:

- Please contact the Residences Summer School office by using the webform on the [Accommodation Summer School homepage](#).
- All Summer School accommodation stays start on a Sunday.

## **Why is the room type or hall I want to book not showing as available?**

If a room type does not come up when you search for availability in a hall, it means that room type or hall is sold out. We do not keep waiting lists.

Any cancelled room will automatically be released to general sale so we suggest you regularly check online as availability can change from day to day.

## **Can I arrive earlier than the start of the session?**

There is a limited number of rooms available to book for early arrival on the Saturday before the official Sunday arrival.

We cannot guarantee that all requests for early arrivals will be accommodated. Bookings are received on a first come first served base until availability runs out. Sidney Webb House and urbanest Westminster Bridge is not bookable for early arrival.

## **Can I book a room for fewer than 20 nights?**

No. Accommodation for each session is for 20 nights and cannot be shortened.

Preparatory English Course accommodation is for 7 nights and cannot be shortened.

## **Do you offer a discount?**

We do offer a multi session discount.

If you book accommodation for more than one session, we include the connecting nights for free. So, for two sessions you will stay 41 nights, but only pay for 40 nights, and if you stay for three sessions (62 nights) you only get charged for 60 nights.

## **I want to share with a friend - how can we book?**

To share a room, all of you must be attending the LSE Summer School. One of you needs to make the booking and pay the fee for the entire room.

Please arrange the split of the fees between yourselves, as we can't accept part-payments. Please enter the name(s) of the other sharers when you book, so that we can make sure we allocate you to the same room.

## **Can I stay in a twin or triple room if I don't have a friend to stay with?**

No. We can't find roommates for you if you want to share a room.

You can only stay in shared rooms if you have someone you want to share with and you book together (see: 'I want to share with a friend - how can we book?').

## **Can I live with my parent/sibling/relative in a twin room if they're not studying on the LSE Summer School?**

No. We only have a limited number of rooms available, so we are unable to offer rooms to relatives as we need to ensure accommodation for LSE Summer School students. However, relatives can book rooms separately at: [www.lsevacations.co.uk](http://www.lsevacations.co.uk). For any queries regarding visas, please contact the Summer School Office.



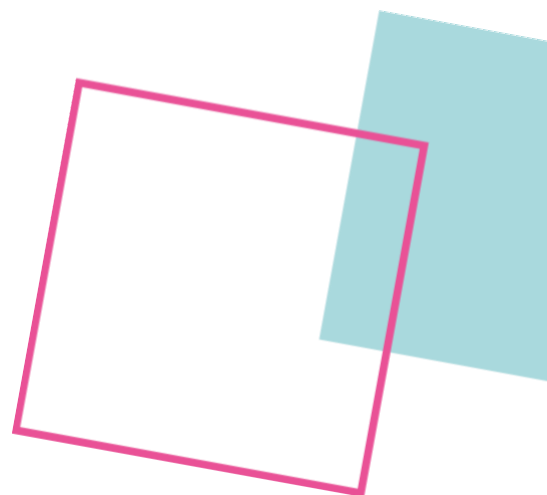
# Paying for Summer School Accommodation

## What payments methods do you accept?

- Payment by credit or debit card - VISA & Mastercard only  
Enter your card details when you make the booking online. Your booking will be confirmed instantly (subject to the payment going through).
- Payment by bank/wire transfer – please check [the webform on this page](#).  
For our admin costs, we will add a £10.00 charge for bank transfers.

## Can I pay on arrival?

No. In order to enable us to confirm your booking and secure your room, you will need to pay in full when you book your accommodation.



# Arrival and departure information

## How do I check in?

When you arrive at the hall you have booked in, go to reception and check in.

## Check in and check out times:

Standard arrival day: 16 June 2024

Check in:

- from 3 pm – if you booked your stay in Bankside House, Carr-Saunders Hall, High Holborn residence, Passfield Hall or Rosebery Hall, you can check in at any time after 3 pm as the reception is open 24 hours.
- From 4pm – if you booked your stay in urbanest Westminster Bridge or Sidney Webb House, you can check in at any time after 4pm as the reception is open 24 hours.

**\*For those who have selected early arrival on Sat 15 June 2024 check in will be from 4 pm**

Check out: by 10.30am

If you don't leave your room on time, we will need to charge you extra.

## Luggage Storage on arrival and departure

If you need to leave luggage with us, please check with reception on arrival and they will guide you to a designated area. Please note, we have limited availability and you may need to wait with your luggage.



# Bedrooms

## What type of rooms are available?

- single, twin and triple rooms with shared or private facilities,
- studios that have their own bathroom and kitchenette.

Room types and facilities vary slightly between halls, but all are within easy walking distance of LSE campus. To see what's available, visit: [Accommodation for LSE Summer School](#).

## What is the difference between basic and standard rooms?

Standard rooms have recently been refurbished and have more modern decor and furniture. Basic rooms are priced slightly lower than their 'standard' equivalent, but the general facilities will be similar.

## Do you have wheelchair accessible and adapted rooms?

Yes. A limited number of rooms in High Holborn Residence and Passfield Hall are accessible, and some have adapted kitchen and bathroom facilities. Some rooms in other halls may be suitable for you as well, depending on what your needs are. To find the best option and to book an accessible room, please contact using the contact form [on this page](#).

For more information about accessibility in our halls, AccessAble have put together detailed [online accessibility guides for LSE halls](#).

## How much does it cost to stay in LSE halls?

Please check dedicated hall homepage to check prices.

## Room allocation requests

Allocation requests will be noted. We will try our best to fulfil them but can't guarantee this will be possible.

## Can I have a guest stay with me in my hall?

No. Our halls operate a no-guest policy during LSE Summer School. No overnight guests are permitted.

## Do I have to bring towels, bed linen, pillows?

No. We will provide you with a mattress protector, duvet and duvet cover, pillow and pillow case, sheet, a bath towel and a hand towel. Bed sizes vary between halls and sometimes between rooms in one hall. For bed and bedding sizes, view the [Table of bed sizes in halls](#).

## Is there a hair dryer?

Not in the bedrooms but our residences have a limited number of hair dryers which can be used on a first come first served base. Ask reception for details once you have checked in.

## How often are the rooms cleaned?

The common areas of the building are cleaned daily, and your room will be cleaned once a week.

## Are the rooms air-conditioned?

No. None of the rooms are air-conditioned.



# Meals

## Is breakfast included?

Breakfast is included in the fee you pay.

Depending on which hall you are staying at, it is either served at the hall or on LSE campus and either included for five or seven days. For full details, check the page for each hall.

Breakfast served at the hall, seven days a week:

- Bankside House
- High Holborn Residence
- Rosebery Hall
- Carr-Saunders Hall
- Passfield Hall

Breakfast served on LSE campus at the Fourth Floor Restaurant, Monday to Friday only:

- urbanest Westminster Bridge
- Sidney Webb House

We make every effort to accommodate all dietary requirements, but we cannot guarantee that we will be able to meet all requests.

**If you have a severe food allergy, catered halls will not be suitable for you.**



# Facilities

## What is in the kitchen?

Generally, each floor has a kitchen area with a microwave, toaster, kettle, and cooking utensils.

Cutlery and crockery is not provided, however some may be left behind in the kitchens by students as part of our environmental reuse scheme.

For more details, check the Facilities information for each hall.

## Are there gym facilities?

[urbanest Westminster Bridge](#) has its own private health suite with gym, sauna, fitness studio and a pool.

The other halls don't have gym facilities but during LSE Summer School, you're welcome to use the LSE Students' Union gym. Please check details and special prices [here](#).

## Can I send post to the hall before I arrive?

No. Any mail arriving for you before you check in will be refused. Unfortunately, we just don't have the storage space to keep all mail before LSE Summer School starts so, please do not send any post prior to arrival.

## What is the cost of laundry?

There are laundry facilities at each of our halls. More information about the laundry instructions and prices in the halls can be found [here](#).

# Cancelling or amending your accommodation booking

## How can I cancel my accommodation?

You can now get a full refund of the accommodation fees if you cancel up to 21 days before arrival.

To cancel use the contact us form on this page. If you have cancelled your course, you still must cancel your accommodation separately.

Please note that cancellation of a study programme does not automatically mean that your accommodation is cancelled, too.

For more information, view the [LSE Summer School accommodation terms and conditions \[PDF\]](#)

## Will I get a refund if I cancel?

Yes, but only if you cancel more than 21 days before arrival. Our cancellation policy is set out below:

Date of cancellation	Accommodation fee refund (%)
21+ calendar days before arrival	100
Less than 21 calendar days before arrival	No refund

## How long will it take for the refunded money to reach my account?

It can take up to 28 days depending on the bank and card company.

## I've cancelled my LSE Summer School study programme. Does this automatically cancel my accommodation?

No. Your accommodation must be cancelled separately, in writing, by the person named on the booking. To cancel use the contact us webform on the [Accommodation Summer School homepage](#).

## I've cancelled my LSE Summer School programme, can I continue to stay in the hall? Can I amend my booking?

No, LSE halls are exclusively available for LSE students. If you withdraw from the programme you will be expected to vacate your room 24 hours after the official withdrawal. Please note that fees are not refundable in the event that you withdraw from your programme.

## I booked a room by mistake. Will I get a refund?

If you've booked a room by mistake, e.g. you will be staying in a twin room and your roommate also made a booking, or you booked the pre-sessional English accommodation when not necessary, please contact us as soon as you notice.

Depending on how early you let us know, we may be able to offer a partial refund (please see our cancellation terms and conditions). However, if it is within 21 days of arrival, we cannot offer a refund, regardless of whether it was booked in error.

## Can I amend my booking?

Yes, modifications are possible, subject to availability and deadline indicated in the table below.

Date of modification	% of refund If any due following amendment
21+ calendar days before arrival	100



# LSE Catering cafes and restaurants

## George IV

Corner of Portugal/Portsmouth Street, 12noon-11pm LSE's very own traditional 19th Century pub.



## LSE Garrick

Corner of Houghton Street/Aldwych, 8am-4.30pm Downstairs serves cooked breakfasts and lunches, while the ground-floor provides hot and cold drinks and snacks.



## The Shaw Café

Corner of Kingsway/Sardinia Street, 8.30am-4.30pm LSE's vegetarian and vegan café serving hot and cold food and drinks.



## Beveridge Cafe

Ground floor, Centre Building, 8.30am-4.30pm

Barista handmade coffees and teas, with healthy freshly made salads, snacks, cold drinks and bakery products.



## Fourth Floor restaurant

Fourth floor, Old Building, 8.00am-3.00pm

Our largest restaurant serves breakfast, buffet style lunch, international specialities, pizza, noodle bar, hot and cold drinks



## Plaza Cafe

John Watkins Plaza, outside the Library, 10.00am-5.30pm

Snacks, hot and cold drinks, sandwiches and pastries



## Café 54

New Academic Building (NAB), ground floor, 08.30am-4.30pm

Enjoy pastries, hot snacks, sandwiches, salads, and hot and cold drinks

For more information on LSE Catering outlets, please visit our [webpages](#).



## Food Club by LSE

Food Club by LSE is an app-based loyalty scheme that lets you earn food and drink rewards in LSE Catering cafes and restaurants on campus. For every £1 you spend in one of our outlets, you'll get five points added to your virtual purse.

[Click HERE](#) to read more about it and download the app.



# Rules, regulations and useful information

For detailed terms and conditions relating specifically to your Summer School accommodation, [click here](#).

## Staying safe

With any big city, it's worth taking sensible precautions, such as never leaving your bag unattended.

- Call 999 or 112 in an emergency to contact the police, ambulance or fire department.
- For non-urgent crimes, call on 101. For more tips on staying safe, go to the [Met Police website](#).

## Travel

Grab an Oyster Card from a Tube Station and preload a given amount onto the card. You'll have a maximum daily capped amount that you can spend in one day.

This means that after doing several journeys, the rest of the day's travel will be free around the whole of London.

Alternatively, you can use a contactless credit or debit card or payment through your mobile phone. For more information, click on the links below.

- [Oyster cards](#)
- [Contactless and mobile pay as you go Tube map](#)
- [Tube Map](#)

You can also [download](#) the Transport for London (TFL) app.

## Finally

For any Summer School course queries during your time with us, visit the [Summer School website](#).

# Campus map



## Key

LCH - Lincoln Chambers, Portsmouth Street  
 5LF - 5 Lincoln's Inn Fields  
 32L - 32 Lincoln's Inn Fields  
 35L - 35 Lincoln's Inn Fields (under construction)  
 49L - Lincoln's Inn Fields  
 50L - 50 Lincoln's Inn Fields, Portsmouth Street  
 LRB - Lionel Robbins Building, Library  
 MAR - The Marshall Building, 44 Lincoln's Inn Fields  
 CKK - Cheng Kin Ku, Lincoln's Inn Fields  
 OLD - Old Building, Houghton Street

PAN - Pankhurst House, Clement's Inn  
 PAR - Parish Hall, Sheffield Street  
 PEA - Peacock Theatre, Portugal Street  
 PEL - Pethick-Lawrence House  
 POR - 1 Portsmouth Street  
 QUE - Queens House, Lincoln's Inn Fields  
 SAR - Sardinia House, Sardinia Street  
 SAW - Saw Swee Hock Student Centre, Sheffield Street  
 SHF - Sheffield Street  
 STC - St Clement's, Clare Market  
 OCS - Old Curiosity Shop, Portsmouth Street