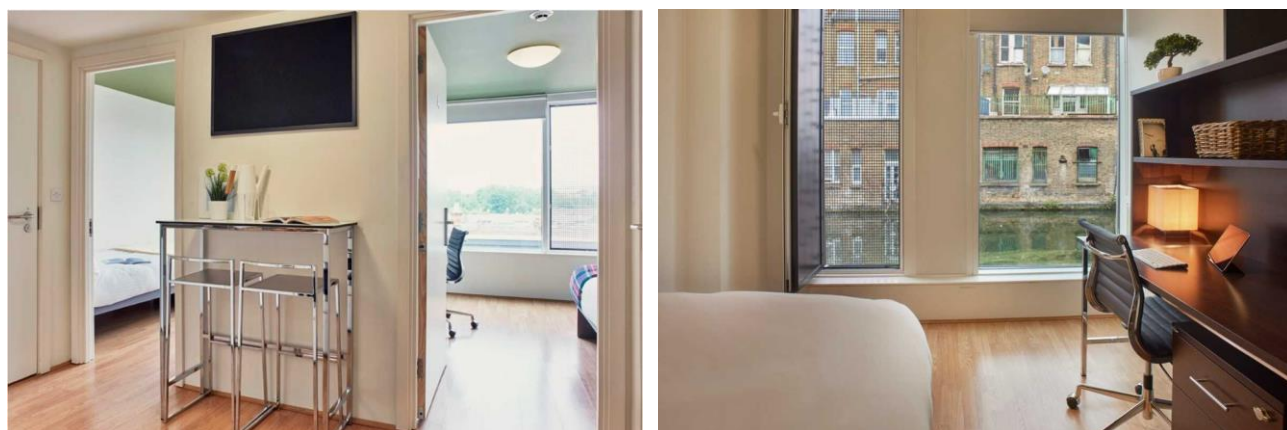


Semester Programme Classical Acting Spring 2020 HOUSING INFORMATION SHEET

Housing is available from **Saturday 30 December 2019 to Sunday 26 April 2020 inclusive (leaving by 10am on the morning of Sunday 26 April 2020)**. Living costs and housing are expensive in London and using this accommodation helps us to keep costs down for students. **Students must pay for the full contract, regardless of the length of stay. This is a 17 week contract in total.**



Example of a 2 Bed Apartment at Chapter Portobello, please note colour of room decoration will vary and the room will not include the home accessories such as the plant, basket etc. View from windows will also vary from each apartment.

1. What is the housing?

- You are booked from Saturday 30 December 2019 to Sunday 26 April 2020 inclusive (leaving by 10am on the morning of Sunday 26 April 2020) at Chapter Portobello.
- Chapter Portobello is located approximately a 35 minute commute from LAMDA via the London Underground.
- We have made arrangements for a 2 Bed Apartment to be available on the above dates.
- **This is self-catered accommodation so students are responsible for all of their own meals.**
- Students' book and pay for this housing **directly with LAMDA**, not through Chapter Portobello.

Once you have paid for your housing, it will be booked on your behalf.

Check-in times: You can check-in on **Saturday 30 December 2019 anytime between 8am and 8pm**. If you need to check-in earlier or later on this date then you must inform the reception desk at Chapter Portobello in advance. Alternatively, you can email to let us know what date you are planning to arrive and we will let Chapter Portobello know when to expect you (check-in is daily anytime between 8am and 8pm).

2. Contact details & housing location

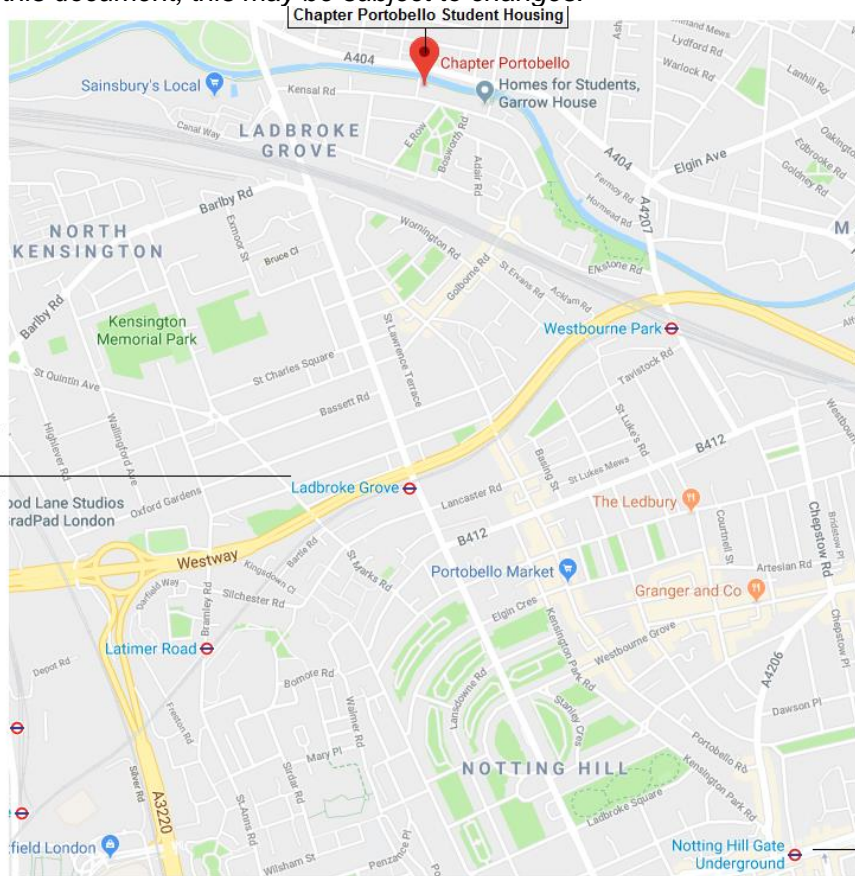
Address: Chapter Portobello, 1 Alderson Street, London, W10 5JY

Getting to and from LAMDA classes and Chapter Portobello:

Chapter Portobello. is situated in a tranquil location by the canal, close to Portobello road and within short distance of Notting Hill. The commute to LAMDA involves a few changes, but as both the student housing and LAMDA are in zone 2 of the London Underground this should make it affordable to travel to and from classes.

A free shuttle bus service is provided by Chapter Portobello for residents, which takes you to the nearest underground station. So this should help to make your journey to and from LAMDA a little easier! *A copy of the bus timetable can be found on the last page of this document, this may be subject to changes.*

Free Shuttle bus service runs from Chapter Portobello to take you to Ladbroke Grove Station



Free Shuttle bus service runs from Portobello to take you to Notting Hill Gate Tube

Students can get the free shuttle bus from Chapter Portobello to either Ladbroke Grove tube station or Notting Hill Gate tube station.

Journey from Notting Hill Gate: From here take the District Line to Earls Court then change to get the correct branch of the District Line or the Piccadilly Line to Baron's Court tube station. To get to LAMDA from Baron's Court turn left out of the station and left again immediately onto Talgarth Road. LAMDA is about a minute's walk away on the left hand side.

Journey from Ladbroke Grove: From here they can take the Hammersmith & City Line or Circle Line to Hammersmith where you can change for the District and Piccadilly Line to travel 1 stop to Baron's Court tube station (1 stop – taking approximately 2 minutes). To get to LAMDA from Baron's Court turn left out of the station and left again immediately onto Talgarth Road. LAMDA is about a minute's walk away on the left hand side. Alternatively you can walk from Hammersmith Station to LAMDA, which is approximately a 12 minute walk.

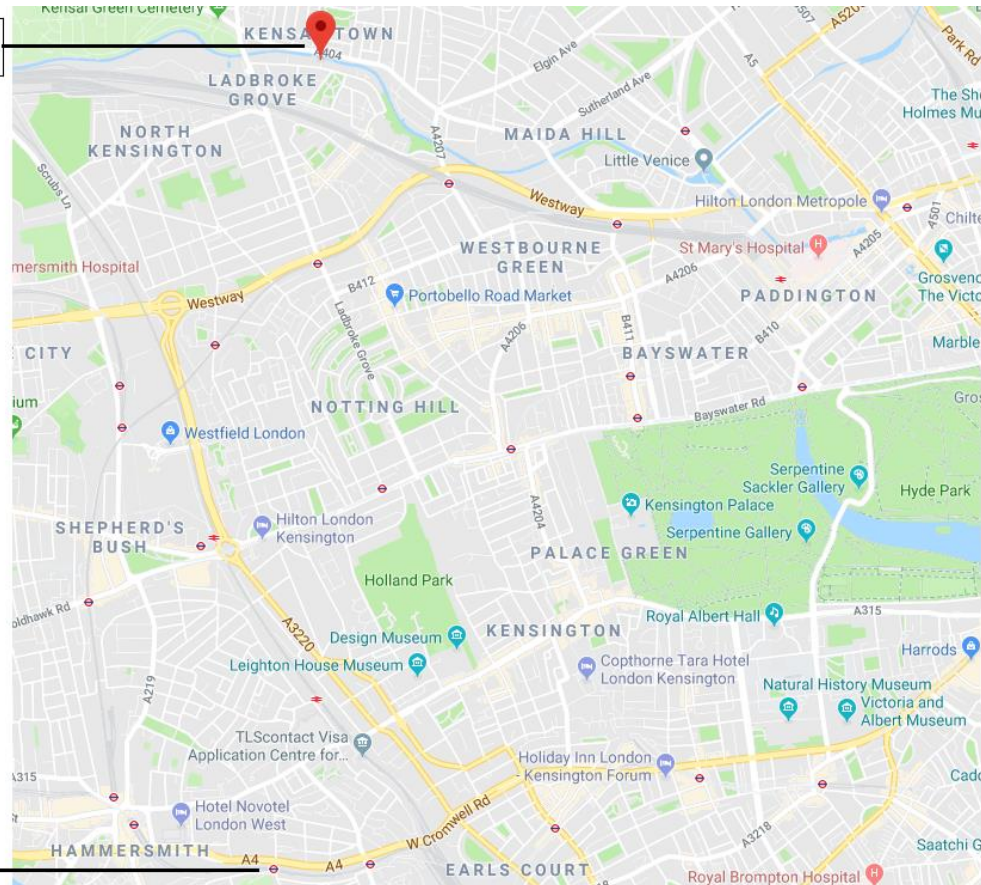
Free Shuttle Bus Service from Chapter Portobello to Ladbroke Grove Station



Free Shuttle Bus Service from Chapter Portobello to Notting Hill Gate tube Station

LAMDA (2 min walk from Barons Court tube station)

Chapter Portobello
Student Accommodation



LAMDA (2 Minute
walk from Barons
Court Tube Station)



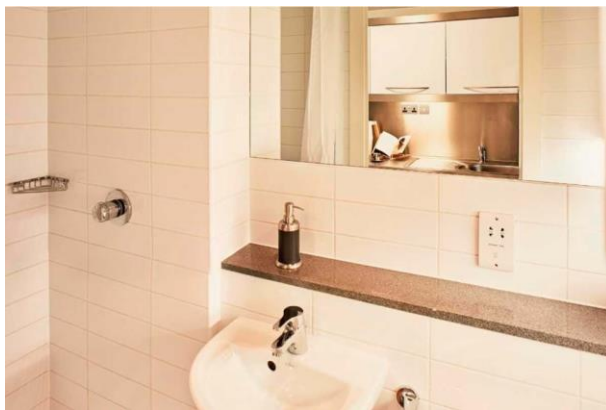
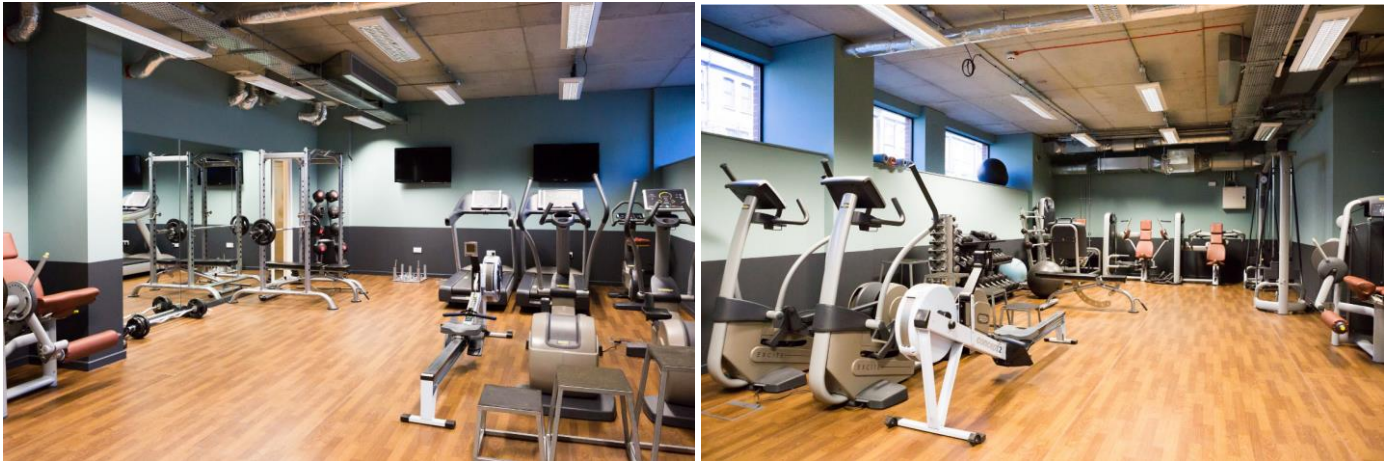
3. General Info

A 2 Bed Apartment consists of: 2 separate bedrooms (each bedroom has a single bed, a wardrobe, a desk and chair), a shared bathroom (shower, toilet and sink), shared kitchen and living area and free superfast broadband. Sizes range from 9-12 sq m.

Laundry Facilities: there is a laundry facility at Chapter Portobello. Washing costs £3.30 and drying is £2.20.



Gym: There is a 24/7 gym on site for residents use only. They do not have personal trainers or exercise classes.



Example of shared bathroom & shared kitchen in a 2 Bed Apartment at Chapter Portobello

4. The total cost of the housing for the duration of the 17 week housing contract is: £4,800 (this works out at £282.40 per week).

The rate includes the following:

- All utility bills included e.g. water, electricity, gas, heat, internet, gym and use of all the social spaces.
- 200MB dual-band WiFi access throughout the building and in every room.
- There is CCTV in and around each property, an electronic key fob entry system for the main entrance, common areas, each flat and bedroom. There is also staff on site 24 hours a day, 7 days a week.
- On-site management and maintenance team to ensure your home is always in working order.
- Bedding pack is provided and this includes: 1 duvet, 2 pillows, 1 fitted bed sheet, 2 pillow cases and 1 duvet cover. **Please note that towels are not included.**
- Kitchen pack is provided and this includes: One plate, mug, glass, bottle opener, kitchen scissor, wooden spoon, serving spoon, solid serving spoon, cereal bowl set of cutlery for one, tin opener and vegetable peeler, chopping board, 2 non-stick saucepans, kitchen knife and utility knife
- There are laundry facilities on site with washers and dryers in the building. Washing costs £3.30 and drying £2.20 **(this is an additional cost and not included in the rate)**
- On-site facilities include; on site gym for residents use only (they do not have any personal trainers or classes), screening area (where you can watch movies), games and lounge area, quiet study space for private and group study and a courtyard with outdoor seating.

- Located close to supermarkets, cash machines/ATMs, etc. can be found nearby.
- The location also benefits from being close to the canal which provides a tranquil waterside setting. There are a wide variety of cafés, bars and restaurants that can be found in Portobello.
- Located in Zone 2, within a short distance of Notting Hill and the West End meaning you won't need to travel far to enjoy everything London has to offer.

We hope all this is clear, but if you have any questions **please refer to the 'Frequently Asked Questions' on page 6** and if you have a query that is not answered there then please get in touch.

Ailsa Ilott
LAMDA Admissions
Tel: + 44 (0)20 8834 0509
Email: ailsa.ilott@lamda.ac.uk

Housing Frequently Asked Questions

LAMDA have booked a limited number of 2 Bed Apartments for the duration of the semester course for students at Chapter Portobello. If you choose to book a room through LAMDA's allocation then **please ensure that you read the information provided carefully**. For information on dates, cost, location and facilities **please refer to the Housing Information Sheet**. If you have any questions then you may find the following information helps to answer these.

1. Do I have to book a room at Chapter Portobello?

No, you do not have to stay at Chapter Portobello, you can find your own accommodation if you would prefer to. Some students stay with family or friends that they may have here in London. Others will research their own accommodation options through websites such as Airbnb: www.airbnb.co.uk. Here are a couple of links that you may find helpful if you would prefer a hostel or bed & breakfast (B&B): www.hostels.com and www.londonbb.com. *Please note that LAMDA takes no responsibility for any unacceptable conditions that might occur in the properties booked independently from the school.*

2. I need housing and want to book a room through LAMDA at Chapter Portobello, what do I need to do?

Once you have carefully read the housing information sheet and decided that you'd like to book a room then **you will need to email Ailsa Ilott in the Admissions Office to confirm that you would like to book**. She will then email you back to let you know if there are still rooms available and if there are then you will be required to make payment as soon as possible to secure the room.

3. Why do I need to pay the full housing costs to secure a room?

LAMDA books and pre-pays for a small allocation of rooms at Chapter Portobello, as soon as we have received your payment for housing your room will be secured. If you email to say you want housing but do not make payment straight away then we can not guarantee that there will still be a room available for you as **housing is limited and arranged on a first come first served basis**.

4. Can I pay for the housing costs in smaller instalments?

No. The housing fees must be paid in full in order to secure your room.

5. How do I make payment for housing?

In the offer email that was emailed over to you there are details for the 2 methods of payment that you can choose from:

- **Payment via bank transfer/to wire your fees** (Please refer to the 'Paying into LAMDA' sheet enclosed in your offer email. **You MUST include your name (as it appears on your LAMDA application form) as the payment reference** – otherwise our Finance Office will have difficulty processing payment. Proof of payment receipts after a bank transfer can be sent to Finance: fees@lamda.ac.uk
- **Payment via Credit/Debit Card**
The Finance Department is happy to accept card payments made over the phone. You can telephone the Finance Department anytime between 9am till 5pm Mon-Friday to pay by Credit/Debit Card. To pay over the telephone please call Gary Long on Tel: +44 (0)208 834 0542.

PLEASE DO NOT SEND PAYMENT INFORMATION THROUGH TO THE ADMISSIONS OFFICE – IT MUST BE SENT DIRECTLY TO FINANCE.

6. What happens if I can no longer attend the course but I booked and paid for housing at Chapter Portobello, can I get a refund?

If you contact us before the refund deadline date specified in the email offer (please refer to this for the actual date and details of LAMDA's refund policy), then a refund for housing will be permitted. **If however you contact us after the refund deadline date then no refunds can be given for housing under any circumstances.**

7. When can I check-in to the accommodation?

You can check-in to Chapter Portobello on the first day of the housing contract (see housing information on page 1 for dates) **anytime between 8am and 8pm**. An email will be sent to you closer to the start of the course to remind you of the check-in time.

8. What do I need to do when I check-in at Chapter Portobello?

All residents are required to sign a licence agreement on arrival at the reception at Chapter Portobello. This agreement contains terms and conditions for the student accommodation building.

9. What time do I have to check out on the last day?

You must check-out in the morning on the final day of the contract, **by 10am** – you must leave by this time to allow for the next students to move in. Please check-out on time!

10. Can I arrange to move into Chapter Portobello earlier than the start date if I make plans to arrive to the UK before the course begins?

You can enquire with Chapter Portobello directly to see if it is possible to book additional nights before the contract starts, they will be able to advise on availability and the extra cost of this. But this is not something that LAMDA will arrange for you – you must deal directly with the student housing provider if you wish to stay there before LAMDA's contract with Chapter Portobello officially starts.

11. Can I arrange to stay longer at Chapter Portobello if I want to?

The same applies as above - You can enquire with Chapter Portobello directly to see if it is possible to book additional nights after the contract finishes, they will be able to advise on availability and the extra cost of this.

12. Can parcels be sent to me whilst staying at Chapter Portobello?

Any parcels can be collected from reception. If it is something small and fits in a mailbox then you will receive a key to access the mailbox. If any larger packages, or anything that requires a signature arrives for you, then the reception at Chapter Portobello will hold onto it and let you know so that you can go and collect it. For security reasons, you will need to provide photo ID and give a signature to confirm collection. Post will not be given out to other residents on your behalf without written authorisation.

13. Which airport should I book a flight to arrive into the UK and to get to Chapter Portobello?

Heathrow Airport is the closest airport and the easiest to travel to Chapter Portobello.

14. Will somebody meet me at Heathrow Airport to take me to Chapter Portobello?

No. You are responsible for making your own way to Chapter Portobello student housing.

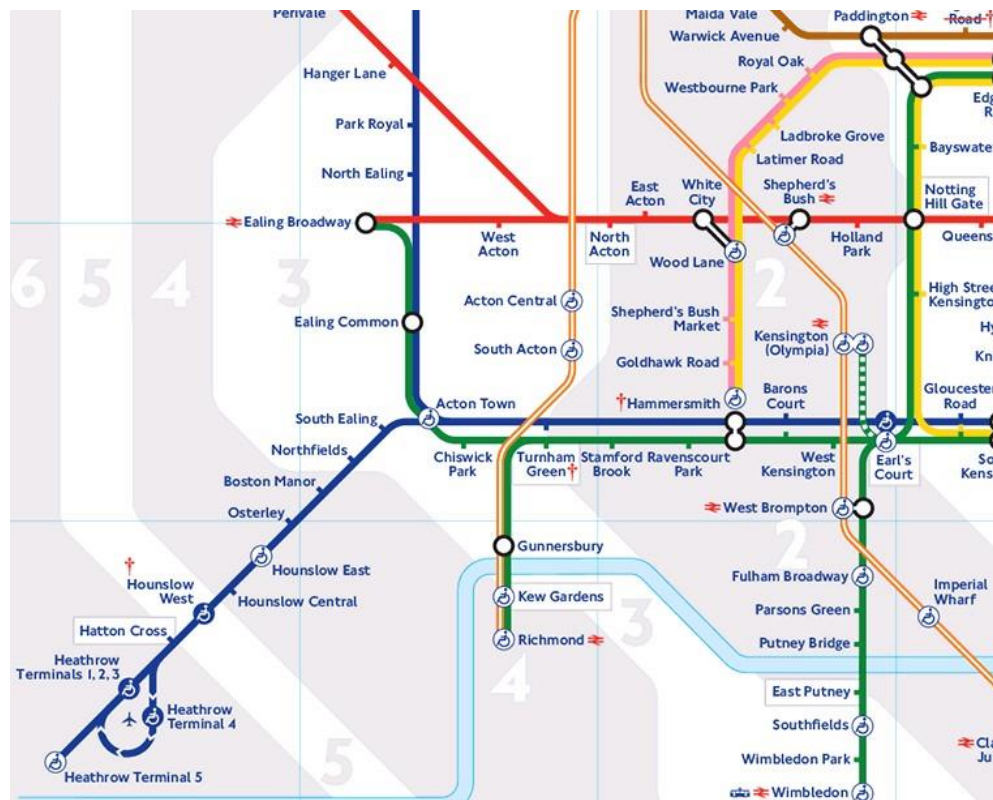
15. How do I get from Heathrow Airport to Chapter Portobello?

It is probably best to travel from Heathrow Airport to the student housing via the **London underground**. (This will of course depend on what time your flight gets in as the tubes finish around midnight and start again around 5am). When you arrive at Heathrow you can purchase your ticket for the London underground. If you would prefer to get a taxi then there will be a taxi rank at the airport, but this will be much more expensive than travelling by tube.

16. What tube line do I need to take from Heathrow Airport to Chapter Portobello?

The easiest route on the tube is to take the **Piccadilly Line Eastbound** (Towards Cockfosters) – this is the blue line which runs directly from Heathrow to **Hammersmith** (it takes approximately 35 minutes on the tube from any of Heathrow Airport terminals to get to Hammersmith Station). From Hammersmith you will need to get either the **Hammersmith and City Line** or the **Circle Line** to Ladbroke Grove underground station or Westbourne Park underground station. Chapter Portobello is situated a short bus ride from either Ladbroke Grove Station or Westbourne Park Station.

Here is a section of the London Underground tube map so that you can see where you need to go:



17. How do I find Chapter Portobello?

The address for your accommodation is: **Chapter Portobello, 1 Alderson Street, London, W10 5JY**

Chapter Portobello Reception phone number: 020 3675 9220

18. What is the 2 Bed Apartment like?

Please refer to the housing information sheet for full details. At Chapter Portobello the 2 Bed Apartment comprises of 2 separate bedrooms, with each bedroom containing a single bed, desk and a chair. There is a shared bathroom with shower, sink and toilet and a shared Kitchen area with a small shared living space. Please note that these apartments are not huge in size, so please do not expect large living spaces – often the photographs can be cleverly deceptive and look larger than they actually are. **If you feel that this housing might not be suitable to your own preferences then you should make your own housing arrangements.**

19. Who will I be sharing the 2 Bed Apartment with? You will be sharing an apartment with another LAMDA semester student who will be attending the same course as you. Where possible we try and ensure that you share an apartment with someone of the same gender as yourself. Please be reassured that you will have your own separate bedroom and will only be sharing a bathroom and kitchen area with one other person.

20. If I have a maintenance problem who do I contact?

If you're having any problems with your room, a shared living space, or one of the communal areas, you have two options. You can log the issue using the Active Building resident portal for Chapter Portobello, providing details so our maintenance team can get this sorted for you as soon as possible. Alternatively, you can come down to your reception and talk to a member of staff so we can log it on your behalf.

21. If I would prefer a different type of room such as a single occupancy studio can I book one of those instead?

If you would prefer a different type of room then you would have to make enquiries with Chapter Portobello directly about this and book this yourself.

PLEASE NOTE: You can not swap rooms once you have booked a 2 bed apartment with LAMDA. So if you decide you would prefer different type of accommodation rather than a 2 bed apartment that has been booked for you then you must be aware that it will not be possible to change or swap your accommodation.

22. When will I find out who I will be sharing a 2 bed apartment with?

LAMDA are not able to give out personal contact details due to Data Protection and the room allocations may be subject to change. Where possible we will always try and ensure that you share an apartment with a student of the same gender as yourself. You will not find out which other LAMDA students will be staying there until you check-in.

23. When will I find out who else is staying at Chapter Portobello and can I contact them in advance?

You will not find out which other LAMDA students will be staying there until you check-in. LAMDA are not able to give out personal contact details due to Data Protection and the room allocations may be subject to change.

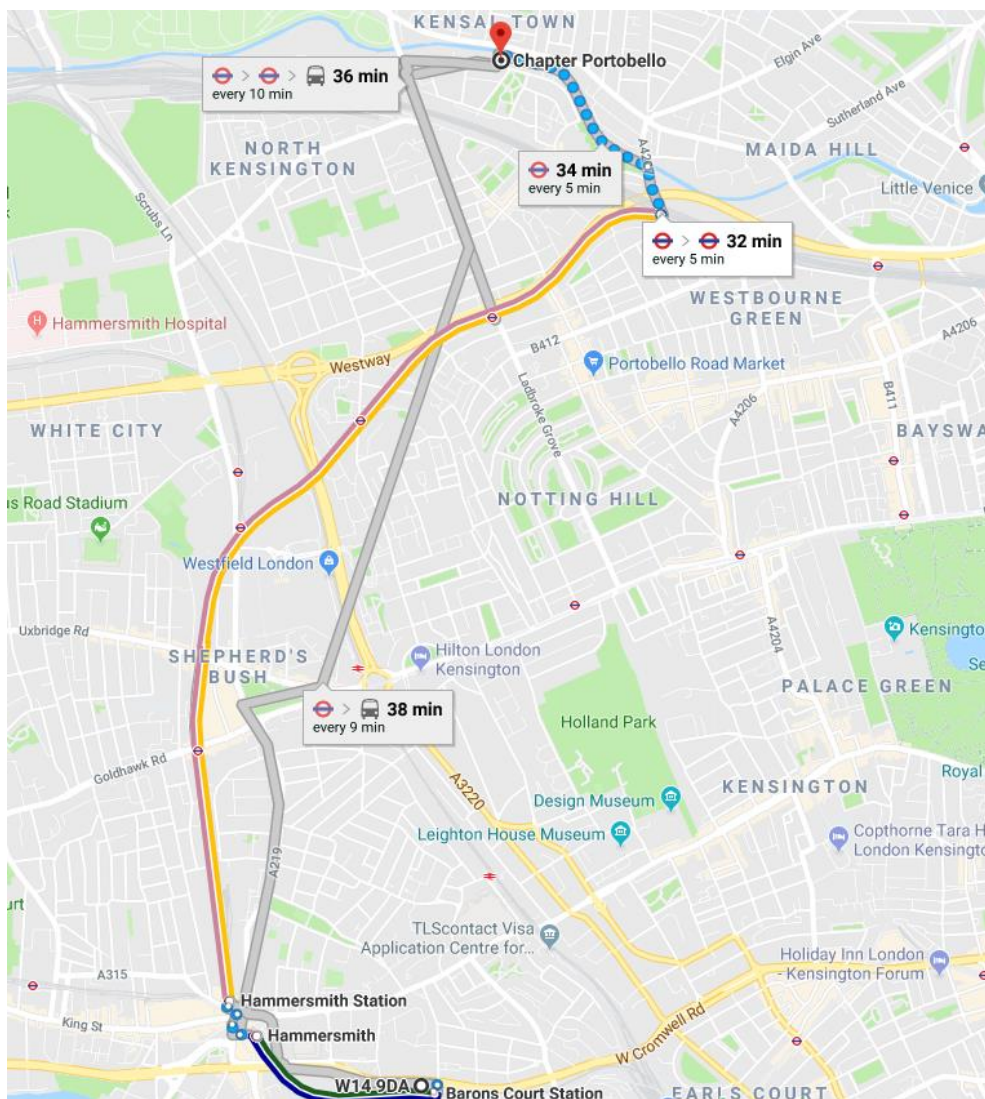
24. Where is Chapter Portobello located?

Chapter Portobello is situated in a tranquil location by the canal, close to Portobello road and within short distance of Notting Hill. The commute to LAMDA involves a few changes, but as both the student housing and LAMDA are in zone 2 of the London Underground this should make it affordable to travel to and from classes.

25. How do I travel from Chapter Portobello to LAMDA classes?

A free shuttle bus service is provided by Chapter Portobello for residents, which takes you to the nearest underground station. So this should help to make your journey to and from LAMDA a little easier.

Here is a map showing the location of Chapter Portobello student accommodation so that you can see the journey you would need to commute to and from LAMDA.



26. What is the Chapter Portobello policy on over-night guests?

You are welcome to have guests through the daytime, and an overnight guest for a fair and reasonable length, to be decided by the team on site. Your guests will need to check in with the reception team, and you will be responsible for them throughout their stay. Please note, you will need written consent from management if you overnight guest is under 18 years of age.

27. Can I have pets?

Unfortunately, you are not allowed to keep any pets in your room or any shared living spaces.

28. Why do I have to pay for the full 17 week housing contract when the course is 14 weeks long?

It is difficult to find a student housing provider that will accept a short term housing contract and LAMDA has negotiated the best possible deal on behalf of students. We hope this housing contract provides you with the flexibility to plan when you would like to arrive at the student housing provider and get yourself settled before the course begins. As the housing contract starts 8 days before the course begins, you can make travel plans and even spend the New Year in London if you wanted to! The housing contract lasts for 2 weeks after the course has finished so you may also enjoy using it as a base if you wish to explore London, visit other parts of the UK or Europe.

28. I have a question that is not listed above, who do I ask?

Please email Ailsa Ilott in the Admissions Office if you have a query that is not answered within this information sheet: ailsa.ilott@lamda.ac.uk