

# National Code of Standards for Larger Developments - Educational Establishments

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## DECLARATION

We (name of educational establishment)

of ( Address)

Website:

Contact E-mail Address:

Acknowledge and agree that:

I/we wish to join the ANUK/Unipol Code of Standards for Larger Developments ("**the Code**") from the date of this declaration until December 31st 2017, and that I/we agree to meet all the terms and conditions of the Code and abide by the regulatory mechanism, complaints procedures and the role and authority of the Tribunal, as stated as part of the Code.

I/we recognise that joining the ANUK/Unipol Code is a serious commitment to meet the standards set out in the Code. I/we agree to return a properly completed self-assessment to the National Codes Administrator (NCA) and once that has been received by the NCA then it is acknowledged and agreed that I/we cannot withdraw from membership other than through (a) the regulatory mechanisms as stated as part of the Code or (b) if I/we actually cease to provide relevant accommodation services and can evidence this to the satisfaction of the National Codes Administrator.

I/we also acknowledge and agree that where the Tribunal rejects an application for membership of the Code or revokes an existing membership then such information shall be in the public domain.

In consideration for being permitted to join the Code, I/we agree and undertake to pay the required fees, as determined annually by the National Code Committee of Management.

The Code fees for 2017 have been set at:

- £ 1.10 per bed space for existing Codes members externally verified;
- £ 1.25 per bed space for new applicants (externally verified);
- £ 0.72 per bed space for existing members that are not externally verified;
- £ 0.90 per bed space for new applicants (not externally verified);
- The minimum fee payable is £625;
- All new applicants for membership will pay a one-off fee of £200, on top of whichever fee rate above is applicable (for the first 12 months, only)

All Code fees are subject to annual review. All Code fees and any other payments pursuant to this declaration are stated exclusive of VAT.

I/we agree and undertake to pay any applicable additional fees as follows:

a) fee for non-payment of the annual Code fee within 40 days of date of invoice (£400 as at the date of this declaration);

b) if any annual Code fee is still outstanding after 40 days of date of invoice then in addition to the late payment fee at (a), I/we acknowledge and agree that the Code fee will be chargeable at the rate of £1.25 per bed space (NB the minimum fee for membership is £525} rather than the discounted rate of £1.10;

c) if any annual Code fee is still outstanding after 3 months of the date of the original fee invoice then I/we acknowledge and agree that our membership will be dependent on the outcome of a verification re-visit;

d) a re-visit fee of £450 (ex VAT), plus travel expenses, per re-visit should it be deemed necessary for Unipol Student Homes (or a nominee) to undertake any re-visit to any of our developments as part of the verification procedures;

e) a fee of £200 per development towards the costs of verification visits made to developments where a change of operational management occurs;

f) a fee of £250 per development towards the costs of verification visits made to any newly-built developments and/or developments which are deemed to be late running.

For new applicants, where membership is not awarded the first year's fee is non-refundable and is used to meet administrative costs.

I/we wish to declare that all of our relevant developments meet with the terms and conditions of the Code. I/we agree to inform the National Code Administrator of any additions or deletions from our portfolio within 4 weeks of the changes being made.

I/we accept that it is an important part of the Code to inform tenants of our membership and agree to place information about the Code on any website relating to our accommodation.

Upon acceptance of this signed declaration and payment of the first annual Code fee I/we will be a member of the Code and acknowledge and agree that upon any failure to make payments or otherwise comply with the provisions of the Code then membership may be suspended or terminated.

Signed:

Dated:

Name (please print):

Position in Educational Establishment:

Telephone contact number:

E-mail Address

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The ANUK/Unipol National Code of Standards for Larger Developments is administered by Unipol Student Homes on behalf of the Code Consortium and the Committee of Management. Telephone 0113 243 0169 and ask for The National Code Administrator for further information or general enquiries. For financial enquiries please select option 3 on 0113 243 0169 for the finance section.

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[www.unipol.leeds.ac.uk](http://www.unipol.leeds.ac.uk)

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