PAYMENT INSTALMENT AGREEMENT (For Accommodation and Catering Fees) 2025/2026

**Instalment payment dates**

First instalment: 30th September 2025

Second instalment: 5th January 2026

Third instalment: 20th April 2026

**\*Adventure Education and QTS Secondary PE’s second and third instalments – Dates to be confirmed**

**\* Institute of Education second and third instalments – Dates to be confirmed**

**BISHOP OTTER CAMPUS**

|  |  |  |  |  |  |  |
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| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st Instalment (40%)**  | **2nd Instalment (40%)**  | **3rd Instalment (20%)**  |
| Amberley | 39 | £189.98 | £7,409.22 | £2,963.68 | £2,963.68 | £1,481.86 |
| Arundel | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Ashling 1 - 2 | 39 | £211.54 | £8250.06 | £3,300.02 | £3,300.02 | £1,650.02 |
| Chilgrove | 39 | £189.98 | £7,409.22 | £2,963.68 | £2,963.68 | £1,481.86 |
| Duncton | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Hammond 1 - 2 | 39 | £193.76 | £7,556.64 | £3,022.65 | £3,022.65 | £1,511.34 |
| Harting | 39 | £189.98 | £7,409.22 | £2,963.68 | £2,963.68 | £1,481.86 |
| Havenstoke Close | 39 | £148.33 | £5,784.87 | £2,313.94 | £2,313.94 | £1,156.99 |
| Ifold | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Loxwood 1 - 4 | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Midhurst | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Petworth | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Springfield 1 - 4 | 39 | £193.76 | £7,556.64 | £3,022.65 | £3,022.65 | £1,511.34 |
| Springfield 5 - 6 | 39 | £211.54 | £8250.06 | £3,300.02 | £3,300.02 | £1,650.02 |

**BOGNOR REGIS CAMPUS**

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| --- | --- | --- | --- | --- | --- | --- |
| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st** **Instalment (40%)**  | **2nd Instalment (40%)**  | **3rd Instalment (20%)**  |
| Barbara Smith  | 39 | £219.45 | £8,558.55 | £3,423.42 | £3,423.42 | £1,711.71 |
| Barbara Smith  | 40 | £219.45 | £8,778.00 | £3,511.20 | £3,511.20 | £1,755.60 |
| Longbrook | 39 | £193.76 | £7,556.64 | £3,022.65 | £3,022.65 | £1,511.34 |
| Longbrook | 40 | £193.76 | £7,750.40 | £3,100.16 | £3,100.16 | £1,550.08 |
| Charlotte House | 40 | £193.76 | £7,750.40 | £3,100.16 | £3,100.16 | £1,550.08 |
| Longbrook (large) | 39 | £210.28 | £8,200.92 | £3,280.36 | £3,280.36 | £1,640.20 |

**UNIVERSITY MANAGED PROPERTIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hall Name** | **Licence Period** | **Weekly Rate** | **Total Amount** | **1st** **Instalment (40%)**  | **2nd Instalment (40%)**  | **3rd Instalment (20%)**  |
| Stockbridge | 39 | £184.87 | £7,209.93 | £2,883.97 | £2,883.97 | £1,441.99 |
| Stockbridge | 40 | £184.87 | £7,394.80 | £2,957.92 | £2,957.92 | £1,478.96 |
| Fishbourne | 39 | £184.87 | £7,209.93 | £2,883.97 | £2,883.97 | £1,441.99 |
| Fishbourne | 40 | £184.87 | £7,394.80 | £2,957.92 | £2,957.92 | £1,478.96 |
| Westgate Halls | 39 | £180.39 | £7,035.21 | £2,814.08 | £2,814.08 | £1,407.05 |
| 19 Millfield Close, Chichester | 50 | £177.31 | £8,865.50 | £3,546.20 | £3,546.20 | £1,773.10 |
| 47 Spitalfield Lane, Chichester | 50 | £177.31 | £8,865.50 | £3,546.20 | £3,546.20 | £1,773.10 |
| 37 Lewis Road, Chichester | 50 | £171.64 | £8,582.00 | £3,432.80 | £3,432.80 | £1,716.40 |
| High Street, Bognor (single ensuite) | 50 | £188.93 | £9,446.50 | £3,778.60 | £3,778.60 | £1,889.30 |
| High Street, Bognor (studio - single occupancy) | 50 | £212.59 | £10,629.50 | £4,251.80 | £4,251.80 | £2,125.90 |
| High Street, Bognor (studio - dual occupancy) | 50 | £295.19 | £14,759.50 | £5,903.80 | £5,903.80 | £2,951.90 |
| Villa Maria, Bognor (single ensuite) | 50 | £177.31 | £8,865.50 | £3,546.20 | £3,546.20 | £1,773.10 |
| Villa Maria, Bognor (studio - single occupancy) | 50 | £212.59 | £10,629.50 | £4,251.80 | £4,251.80 | £2,125.90 |
| Villa Maria, Bognor (studio - dual occupancy) | 50 | £295.19 | £14,759.50 | £5,903.80 | £5,903.80 | £2,951.90 |

**CONTRACT DATES 2025/26**

|  |  |  |
| --- | --- | --- |
| **Contract Dates 2024/25** |   |   |
|  |  **Arrival Date** |  **Departure Date** |
| 39 weeks  | 21/09/2025 | 21/06/2026 |
| 40 Weeks  | 21/09/2025 | 28/06/2026 |
| 50 Weeks  | 21/09/2025 | 06/09/2026 |

**The instalments due do not represent a payment for an individual semester/term. The total amount due for accommodation is divided into three instalments: 40% for the first instalment, 40% for the second instalment and 20% for the third instalment to coincide with the student loans company maintenance loan payment dates, for ease of student budgeting purposes only.**

Any student wishing to arrive early will be sent an additional invoice for the period up until the instalment agreement commences. This invoice will need to be paid before arrival in order that access to the room can be authorised.