London Dramatic Academy Spring 2013

Accommodation

Your accommodation is located in Atlantic House, a residence hall on Richmond University’s Kensington Campus.

**Address:**
Atlantic House  
Richmond, the American International University in London  
1 St. Albans Grove  
London W5 8PN  
United Kingdom

**Atlantic House**
Atlantic House is Richmond University’s main residence in Kensington and provides accommodation for 119 students from Richmond University as well as other programs.

The facilities in Atlantic House include 24-hour Security/Reception, Kensington Campus Library, Computer Lab, Cafeteria and Common Room, which makes Atlantic House Richmond University’s centre for student activity in Kensington.

The residence hall is located within a short walk from Kensington Square and the Fordham Centre. The neighbourhood and nearby Kensington High Street boasts a great selection of restaurants and shops. A number of famous sights and attractions are within easy reach, including the Victoria & Albert Museum, The Royal Albert Hall, the Royal Albert Memorial, Kensington Palace, the Museum of Natural History, among others.

**High Street Kensington** underground (‘tube’) station is less than five minutes’ walk away from the residence hall and the London Centre, offering underground services on the Circle and District lines. **Gloucester Road** and **Notting Hill Gate** underground stations are also within a ten minute walk, and provide services on the Piccadilly and Central line respectively.

Please see the information below, which covers some essential info to give you a sense of your accommodation. During Orientation, you will receive more detailed information on topics ranging from flat amenities to policies in case of an emergency.

**Security**
All students will receive a Richmond ID card with their names and faces on it. These ID cards will allow you to access the building, your floor, and your room. If an ID card is lost or broken, there is a £20 charge for a replacement.

Richmond operates 24-hour security coverage based in Atlantic House. The security desk can be contacted for emergencies and for emergency facility issues. They are also the ones to see if you have lost or broken your ID card or if you are locked out of your room. The phone number of the security team is 020 7368 8500.

**Room Amenities**
You will be sharing a room with one other LDA student. The rooms are always same-gender, but hallways are co-ed. There are specific male and female communal bathroom and shower facilities on each floor.

What’s included in the rooms: twin bed – linen; a wardrobe and some hangers, a dresser, a desk and desk chair, a desk lamp; safe; mirror; wastebasket; corkboards/pins.
Please note:
- Towels are not provided.
- Linen is exchanged once a week.
- Storage is very limited, so please keep this in mind when packing.

**Atlantic House facilities**
A Common Room is located in the basement, with a television, water cooler, pool table, vending machines, coffee tables, couches, and microwave. Next door, there is a computer lab, which is accessed through the Common Room. There is also a laundry room in the basement. It has approximately 6 washers and 6 dryers for students to use. Use of these facilities is free. This room is open 24 hours a day as long as night-time users are quiet!

**Cafeteria**
Atlantic House has a cafeteria where you will be able to access food/coffee/beverages by topping up your ID card to use as a cafeteria cash card. You can purchase credit at the Residence Life office.

Please note that generally all students who live in University housing in Atlantic House receive a meal plan. As meals are provided throughout the semester, the University **does not provide facilities for personal catering**. For health and safety reasons cooking is not permitted in the student rooms. Cooking appliances with exposed coils pose a serious safety issue and are therefore not allowed in student rooms. Such appliances found in student rooms will be removed.

Acceptable appliances include microwaves (for re-heating food), refrigerators and kettles. **The London Centre will assist you in arranging the purchase of a fridge, a microwave and a kettle for each room, at no extra cost for you.**

**STARTING FROM JANUARY 15 2013, Richmond University offers a meal plan which you can purchase:**

Option 1: you can prepay for 10 meals per week – this costs £450*  OR
Option 2: you can prepay for 18 meals per week – this costs £800*.

A meal plan can be purchased upon arrival, but Richmond U offers a 10% discount for payment before arrival. If you would like to pay for a meal plan before arrival, please contact the London Centre at LDA@fordham.edu and we will put you in touch with Richmond University’s Student Services department.

*Please note that the above prices are subject to confirmation by Richmond University.

If you opt for the 10 meals, these include breakfast and dinner, Monday to Friday. However should you wish, you are also welcome to dine at lunch or weekends. You can either pay at the till or top up your ID card. Please be advised that there are **NO** take outs are permitted from the dining halls during any meal service, and if you leave the dining hall you may not re-enter.

**Meal times:**

- **Monday to Friday**
  - Breakfast 7:30-10am
  - Lunch 12:00-2pm
  - Dinner 5-7:45pm

- **Saturday**
  - Brunch 11:30-2pm

- **Sunday**
  - Brunch 11:30-2pm
  - Dinner 5-6:45pm

**RAs/RDs/Residence Life Coordinator**
There are two Resident Assistants and one Resident Director in the building. All residents will be informed of the RAs’ and RD’s mobile numbers. These student staff members are always on call for residents. These students do quite a lot. They help keep the halls quiet, check in on residents to see
how they’re doing, plan social events, tell residents about Richmond U and how it works, answer general London queries, and they are even trained in first aid/CPR. And this list is short compared to everything they actually help with!

**Wireless Internet**
Wireless internet service will be available at Atlantic House and you will receive more information about setting it up during Orientation.

**Telephones**
Outgoing phone service is available to all students either in their residence or in the local vicinity.

For incoming calls, Atlantic House at the Kensington Campus has phone extensions in student room corridors. Students are asked to be thoughtful neighbours and answer the phone or take messages for one another. **In order to minimise noise on residential corridors during Quiet Hours, between 11pm and 8:00 a.m. calls will not be transferred.** If you are expecting an emergency call between those times you should make arrangements to take the call at reception.

**Overnight Guests**
Students who would like to have an overnight guest need to complete an ‘Overnight Guest Request form’ to request permission. This form should be submitted at least 24 hours in advance of guest arrival. There will be no exceptions: **requests at short notice will be denied.** This procedure is designed to ensure that staff know the whereabouts of people at any given time and that all students have a safe and comfortable living environment.

Guests are defined as students who do not reside in the same building as their host, students who reside off campus, and non-student visitors to campus who will be staying between the hours of midnight and 8:00am.

In order to protect the rights of each resident to privacy, sleep, academic success and all other personal needs, the rights of a roommate take precedence over any guest visits. **You also need to have your roommate’s signature to show that he/she agrees to you acting as a host for your guest.**

**Room Decoration / Damage**
All damages costs (e.g. extra cleaning or damage as a result of personal decoration) will be assessed and charged at the end of the program.

**Please note:** once the term is over, if damage fees are assessed by the housing provider, or if you have any outstanding balance, transcripts will not be released until all such fees are paid.

**Vacating Your Flat**
Please note that you will need to move out of your flat and remove all personal effects by 12 noon on April 21, 2012.

**Residence Life Rules**
Upon Orientation you will receive more information about rules and regulations in the residence hall.