

## **Booking Campus Accommodation – Current/Continuing Students**

**We are pleased to open the booking season for Student Residences Accommodation on Campus for:**

### **Academic year 2025-2026**

Applications are welcome from eligible continuing students who want accommodation for the full academic year only. There is no facility to offer rooms for a single semester or other bespoke occupancy periods. *Those going on placements/Erasmus for the second semester should not apply as they will not be able to fulfil the full contract.*

**The Occupation Period for this Booking is a fixed term: 14 Sept 2025 to 05 June 2026 (38 weeks fixed term)** *(indicative dates based on academic year. Early departures are a breach of the Licence but can be facilitated by agreement with notice).*

### **Who is an “Eligible Continuing Student”:**

- All students (registered with Maynooth University or St Patrick’s Pontifical University) who are in their second or subsequent year of study in an undergraduate or post graduate full-time course provided they have a clear behaviour record with Residence Office and the University.
- This includes international students who are returning to study for the academic year 25-26 having spent a year studying here previously.
- This includes students who are transferring from another HEI to Maynooth University or St Patrick’s Pontifical University.
- This includes students who have deferred a course (including first years who deferred via MU Records Office) and will restart in September 2025.

**Application Stage:** Interested and eligible students should complete the application form which will open on the [Booking Links](#) page from the 18 March 2025 until 28 March 2025. Only those who complete this stage can be included in the random selection for a room booking event. There is no charge at the application stage. Only one application per student is permitted. All duplicates will be deleted before random selection. Applicants should ensure that the student’s **MU email address** (external domain emails are not valid - for example gmail/outlook etc), **Student number**, and **DOB** are entered correctly on the application form as these will be used to confirm validity and unique

identity of the application before random selection and for our short notice communications.

**Random Selection Stage:** We will make a Random Selection from the Applications List to select those who will be invited to book a room on campus on the 10 April 2025. Randomly Selected applicants will be notified by email and will be given a link and time window within which they are invited to book a room. There will be sufficient rooms for everyone who is invited but room type availability (Single Ensuite or Single room with Shared bathroom) will be on a first come first basis.

**This Booking Event** will have a strict time window and it is important that applicants watch out for the email (@mumail accounts only) and act within the time window given. There will be short notice given at this stage so make sure that you are checking for our email (and spam/junk). Avoid SPAM by adding [residence.office@mu.ie](mailto:residence.office@mu.ie) to your contacts. Invitations to book a room will lapse once the specified time window ends.

**Applicants who are not randomly selected** to book a room will be advised by email. All eligible applications will be retained on the Applications List. Further rounds of random selection may apply if all rooms are not booked following the first booking event. Applicants will be notified once all rooms are booked and retained on the waiting list in case there are cancellations or rooms not taken up. Vacancies during the Academic year will be offered to the wait list. However, we expect these vacancies to be scarce and would not advise students to wait for an on-campus vacancy. **Due to the high demand for on campus accommodation we advise all intending bookers to investigate all other accommodation e.g. off Campus Alternatives.**

#### Key Dates for the General Continuing Booking 2025/2026

Apply/ Express Interest	18 March to 5pm 28 March 2025	No Charge at this stage. No room is guaranteed at this stage.
Booking for applicants selected by random selection	10 April 2025(successful applicants will be notified by email by the 04 April)	Booking fee €650. Room guaranteed if randomly selected and room booked within booking window.
Applicants not randomly selected	Notification by email by 04 April 2025	Further rounds of random selection may apply if all rooms are not booked. Applicants will be notified once all rooms are booked.

Waitlist	Retained on waitlist for the Academic Year	Vacancies during the Academic year will be offered to those retained on the wait list in first come first serve booking events.
Check In	14 September 2025	1st Instalment (equivalent of 2 months rent) due prior to check in latest date 25 August 2025

To book your room (at the Booking Event Stage) a non-refundable booking fee of €650, will be requested to be paid as part of the online booking form, on the day of booking. To complete this payment, you will need to have a bank card that allows you to make an online payment. We recommend you use a desktop or laptop to book as booking is not compatible on a phone.

Rooms booked in this way will be governed by the [Booking Terms and Conditions](#) and the [List of Eligibility Criteria](#) until the Licence Start Date when your residency will be governed by your Licence to Reside and Confirmation of Booking Email and the Residential Tenancies Acts.

#### **Additional Published Schemes:**

Students who categorise themselves in the following groups will have the opportunity to follow a separate process as follows: *Please note that all rooms in these schemes are offered at the full cost (normal rent according to the room type) to the resident and each prospective resident should satisfy themselves that they can afford the rooms*

**Scéim Chónaithe:** EOI open now on the [website](#) and will close 17 March 2025 at 17.00, Interviews will follow during the week of the 27th March and Booking Day will be **08 April 2025** at 10am.

Más rud é go bhfuil spéis ag mic léinn bheith ina gcónaí ar an Scéim Chónaithe le linn na bliana acadúla 2025 – 2026, tá fáilte rompu an Fhoirm um Léiriú Spéise a líonadh anois. Beidh fáil ag Oifigeach na Gaeilge agus painéal comhairleach saineolaithe ar an bhfoirm seo agus cuirfidh siadsan gearrliosta le chéile chun go mbeadh daoine áirithe glaoite chun agallaimh. Chun féachaint ar na sonraí ar fad, téigh le do thoil go dtí suíomh gréasáin na hOifige Lóistín atá ar fail [ANSEO](#).

**Students with Disabilities:** EOI is open (and remains open) on the website and the invitation-only booking event for recommended students is scheduled for 07 April 2025 at 10am. Full details and forms can be found on [Additional Requirements/Students with Disabilities](#). Once all allocated rooms are booked applications will continue to be considered but will be subject to availability of rooms.

**Sports Scholarship Students:** Sports students will book rooms 07 April 2025 at 10am. Your sports co-ordinator has an allocation of rooms on-campus for Sports Scholarship Students. For full details please contact your sports co-ordinator by 10 March 2025 if you wish to be considered for rooms on Campus.

**Quiet Zone:** All those interested please complete the QZ application which will open on 03 March and will close 14 March 2025 at 17.00 (including Priority Re-bookers). Priority Quiet Zone re-booking (subject to availability) is scheduled for **24 March 2025** at 10am by invitation. Should there be more eligible applications than priority rooms available random selection will apply. The General Quiet Zone booking will be a First Come First Serve booking on **26 March 2025** at 10am. If you are unsuccessful in the Quiet zone bookings you will be included in the random selection for the general continuing booking. For full details and forms click on [The Quiet Zone](#).

### Booking Calendar 2025

Dates	Action	Payments	Status
Open for Applications	Student with Disabilities Expression of Interest. Students who apply after this date will be waitlisted for a suitable room	€0	Application subject to Eligibility Review
Open for Applications- Closes 10 March 2025	Sports Scholarship Students Expression of Interest – Contact relevant Sport Co-Ordinator	€0	Application subject to Eligibility Review
Open for Applications- Closes 17 March 2025	Scéim Chónaithe Expression of Interest	€0	Application subject to Eligibility Review and Competition (Interview)
3 March 2025 - 14 March 2025	Quiet Zone Expression of Interest Opens	€0	Application subject to Eligibility Review
18 March 2025 to 28 March 2025	General Offering Expression of Interest Opens	€0	Application subject to Eligibility Review

24 March 2025 10:00am	Priority Quiet Zone Booking Event	€650	Room Booked By invitation (Random Selection may apply)
26 March 2025 10:00am	General Quiet Zone Booking Event	€650	Room booking by First Come First Served
27 March & 28 March	Scéim Chónaithe Interviews	€0	Competition
7 April 2025 -10:00am	Students with Disabilities Booking Event	€650	Room booking by Invitation
7 April 2025 -10:00am	Sports Scholarship Students Booking event	€650	Room booking by Invitation
8 April 2025 - 10:00am	Scéim Chónaithe Booking Event	€650	Room booking by Invitation
10 April 2025 - 10:00am	Booking event for General Applicants (further rounds of random selection may apply if all rooms are not booked)	€650	Room booking by Invitation following Random Selection
Week commencing 14th April 2025	Applicants notified once all rooms booked, and applications held on a waiting list for any vacancies that apply	€0	Waiting List
25 August 2025	First Rent Payment Due	Based on Room Type	Room Booked

## Payment of Accommodation Fees

For full details of the fees applicable for all room types please go to the [Money Matters section](#) of the website.

- Please note that the method of payment for regular monthly instalments is by direct collection from your bank card as designated by you at the time of making your first payment (the Booking Fee and First Instalment are paid by you via the Resident Portal). You will be asked to “Save your Bank Card Details” on the payment screen. Please ensure that you do this at time of booking to retain your booking. A change of bank card can be facilitated at any time - most debit/credit

cards are acceptable. This is a secure and safe method of payment as the funds paid will record immediately on your accommodation account and you can check your Financial Statement immediately to keep track.

- Please note we do not accept cheques, cash or bank-to-bank payments. We do not give out the IBAN and BIC of the University Bank Account. We do not issue invoices
- Receipts and Rent Charges are available on your residents account in your Rent Book/Financial Statement. This can be accessed using the username and password for your resident account.
- Please ensure that you take note of the amount and due dates of your accommodation fees and arrange your budget and funding well in advance of the timescales set out. Late payment may result in a booking being cancelled or a breach of the Licence to Reside.
- The Licence to Reside can be viewed in advance on your residents account and will be granted at Check-In in September.
- Banking online has become more complex due to security requirements, and you need to keep up to date with the various security requirements of your bank card so that it works well for you when you try to make your payments. For further information on this topic please see our article on the website [HERE](#) , and speak with your bank.

## **Eligibility**

Please read and understand the eligibility criteria for rooms on campus. Further information can be found in the [General Eligibility for Campus Rooms Booking](#). Rooms booked by students who are ineligible will be cancelled without notice. Refunds may take up to 6 weeks during peak booking periods.

Any questions to [residence.office@mu.ie](mailto:residence.office@mu.ie) or check out our [website](#) for more details.  
Thank you.

## **Corla Mansfield**

Residence Officer

Maynooth University Residence Office