



## **ACCOMMODATION OFFICE**

Allocation Policy and Procedures of University owned and managed accommodation to students. Approved for the 2009/10 session

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## Introduction

The accommodation provision at the University of Chichester consists of en-suite and standard style accommodation i.e. with communal bathrooms and kitchens. The facilities are usually in cluster flats or blocks. The University also has accommodation facilities that were originally designed for residential use but have subsequently been adapted to house students. The above facilities are offered on a catered or a self catered basis. The mix of this provision is determined before the facilities are advertised to perspective students, as are the rental charges and periods.

Due to an ever increasing number of students enrolling at University the demand for on-campus accommodation is high. To manage the demand, this Allocation Policy and Procedures ensure those with special housing requirements are prioritised, efficient use of the facilities is achieved, students are able to state their accommodation preferences and the selection process is equitable and transparent.

## Policy

To ensure the above aspirations, in relation to the allocation of students to the residential rooms, are met the rooms are offered to perspective residents utilising the following prioritised criteria;

1. Students with disabilities and medical conditions that necessitate them (and any related carers) living in University owned and managed residences for the period of their study or for a minimum of one year will be accommodated, assuming any required adjustment to the building/room/service is reasonable.

All new students are encouraged to disclose disabilities to the University and are invited to do so by the Disability Co-ordinator in liaison with the Head of Admissions via the SN1 form, which is sent to every new student declaring a disability prior to arrival. Where a student discloses a disability to a member of the Accommodation team at any time, the staff will encourage the student to contact the Disability Co-ordinator who will liaise with the student to ensure the needs of the individual are taken into consideration when prioritising and allocating rooms. The deadline for students applying for accommodation via the SN1 route is 1<sup>st</sup> April 2009. All SN1's received after this date will result in the student not being prioritised. Once the SN1 form has been received by the Disability Co-ordinator, the post holder will then make an assessment and recommend any requirements necessary. These requirements will be sent to the Accommodation Officer (Operations) via the Disaccom1 form. This form will also be used to pass information to the Accommodation Team and will act as a disclosure giving permission from the student to share information with other Departments. This will be done on a need to know basis only. The Disaccom1 form will be passed to the Accommodation Office via the Disability Advisor and Disability and Academic Skills Co-ordinator before 1st April 2009. The applicant will be informed whether they have been allocated accommodation by 1<sup>st</sup> May 2009. Unsuccessful applicants may appeal to the

Head of Student Services in writing. Receipt of appeal must be before 15<sup>th</sup> May 2009. Appeals will be processed within one working week and the student informed of the outcome before 1<sup>st</sup> June 2009 to then allow them to apply for accommodation through the normal process on 1<sup>st</sup> June 2009. Students allocated a room due to special requirements will be required to complete an application form and send in a £200 bond before 8<sup>th</sup> June 2009.

Where a student expresses a preference for a particular type of accommodation which is not necessary to meet their disability needs, the Disability Adviser will note this as a preference rather than an essential.

If a student is likely to need on campus accommodation beyond the first year of their course the DASS team will note this on the Disaccom1 form and the Accommodation Officer (Operations) will take account of this on a 10 yearly planner sheet held by the Accommodation Office. All students requesting to continue on campus after year one will have their cases reviewed by a Student Services Committee. Students will need to have applied for this by 1<sup>st</sup> April each year.

A student may be required to develop a Care Plan or Emergency Evacuation Plan with appropriate parties of the Accommodation Office and Student Services. The student will be required to fully co-operate with this process if it is deemed necessary.

2. First year students who have deferred their studies from the previous year will be guaranteed on campus accommodation for 2009/10. This is provided an application for University owned Accommodation form is received before the approved cut off date relating to deferred students' accommodation requests along with the £200 bond. This cut off date is 1<sup>st</sup> April 2009. All deferred students will be able to apply, regardless of whether they had originally applied for on campus accommodation the previous year. Students deferring in 2009/10 and beyond may not be guaranteed on campus accommodation and may have to apply through the normal process in June 2010 and subsequent years. (This will be reviewed before 1<sup>st</sup> June 2009).
3. All full time, first year international students, having accepted an offer to study for a year or more at the Institution will be allocated accommodation, providing the application and £200 bond is received by the Accommodation Office before the approved guarantee date. (In 2009/10 the date is 1<sup>st</sup> August 2009). Any applications received after this date will be considered but not guaranteed. If there are no rooms available after 1<sup>st</sup> August the student will be put onto a waiting list, irrelevant of the fact that they are International Students. The Accommodation Officer (Operations) will contact the Head of Admissions in May for a projected figure of how many rooms to place on hold for International Students for that particular year. Currently International Students are classified as students whose primary home address is not in England, Scotland, Wales or Northern Ireland. All other students that reside in other areas are 'International Students' e.g. students from Isle of Mann,

Channel Islands, France, USA etc. EU students are classed as International Students and therefore for 2009/10 will be guaranteed on campus accommodation if they meet the listed criteria.

4. Accommodation for exchange students staying one semester will only be guaranteed provided the supporting department agree to underwrite the room fees for the year. An accommodation application and £200 bond should be received by the Accommodation Office before the appropriate guarantee date etc. (In 2009/10 this date will be 1<sup>st</sup> April 2009)
5. Only full-time, first year students, recognised by Admissions, and having firmly accepted University of Chichester as their first choice, who are not studying on the Isle of Wight, whose home address is not one of the following postcodes at the time of applying – BN11, BN12, BN13, BN14, BN16 BN17, BN18, GU28, GU29, GU31, PO1, PO2, PO3, PO4, PO5, PO6, PO7, PO8, PO9, PO10, PO18, PO19, PO20, PO21, PO22, RH14 and RH20, will be able to apply for accommodation. (The only exceptions to this are deferred students and students identified by the Disability Co-ordinator as needing on-campus accommodation in the continuing years.) The prioritisation of places will be based upon the date and time a student's application is received after the advertised application form acceptance date has passed i.e. on a first come first served basis. (In 2009/10 the Admissions Portal will open at 10am for applications for accommodation on 1<sup>st</sup> June 2009). The secondary selection criterion is based on the availability of the student's first choice accommodation package, then the second package, etc. Undergraduate students who apply to the University via clearing may be offered a place in accommodation, dependant on availability, after the waiting list has been exhausted. A student rejecting an offer of a place in accommodation will receive another offer only when offers have been made to all other unallocated students, one week after clearing has been completed. All Foundation Students are to apply for accommodation following the same procedure as first year home students. Once an application has been submitted a £200 bond must be received within 7 days otherwise the application will not be processed.
6. All full time, first year students who are care leavers, having accepted an offer to study for a year or more at the Institution, will be allocated accommodation providing their application and £200 bond is received by the Accommodation Office before the approved guarantee date. (In 2009/10 the date is 31<sup>st</sup> May 2009).
7. The Accommodation Office is unable to guarantee accommodation to those international students who start their course at the start of semester 2, unless their department has reserved a room for their use. Every effort will be made, however, to accommodate these students by allocating void rooms and rooms that become available due to the departure of students at the end of semester one.

8. Post-graduate students eg MA, PGCE will be able to apply for on campus accommodation for 2009/10, for their first year of study of the course, from 1 June 2009 – section 5.
9. Returning students will not be offered accommodation the following year, however limited places may be available at certain points in that year to full time students, should rooms become vacant. If a student has a poor discipline or bad debt record when they have stayed in halls in previous years this will be taken into account when consideration is given to a returning student's accommodation application. The only group of returning students who will be allocated on campus accommodation are the Student Hall Representatives, who will be selected by the Accommodation Office to provide support to other students in Halls.

If the University is unable to offer accommodation to any student, the Accommodation Office will offer assistance in finding accommodation within the private rented and home stay sectors.

A waiting list of eligible students based on the above priorities who have not been allocation on-campus accommodation will be maintained to allow the allocation of empty rooms should this arise. The Accommodation Office will not be able to give out details of positions on the waiting list. The student will be contacted when they come to the top of the list if a room becomes available.

Those students that fall into the category of being guaranteed a room must make their application for accommodation and provided the necessary bond before the approved guarantee date has passed.

Students will be allocated rooms to create 'balanced' communities i.e. this will include putting mixed ages, courses studies, backgrounds etc. together. Students must ensure they provide as much relevant information as possible to enable this exercise to be carried out.

After the licence agreement period has commenced a student will be liable for rent owed, loss of booking fee and an 8 week rental charge at the point they officially leave the accommodation, unless evidence can be provided of unforeseen circumstances and approval is granted by the Director of Business Services or Accommodation Manager to waive this requirement or they find and suitable alternative student to take on the commitment.

If a student is allocated a room on campus and for any reason they are unable to accept this offer they must put this in writing to the Accommodation Office. If the offer is not accepted the student will only be entitled to have £100 of their bond returned. Any student that is unsuccessful in their application for on campus accommodation will have their full deposit returned.

Rooms allocated to students who do not arrive 7 days after their licence agreement has commenced and have not notified the Accommodation Office of their late arrival risk having their room allocated to another student. If this occurs the deposit received will be returned and an invoice for 8 weeks rent, from the start of the Licence Agreement, will be raised and charged to the student (or Department if the student has been allocated a room via the Department).

If a preferred room on-campus becomes available, and is not required by a student on the waiting list, an existing residential student may apply to move room but will be charged a £200 administrative fee, if the request is granted.