



## **ACCOMMODATION OFFICE**

Allocation Policy and Procedures of University owned and managed accommodation to students. Approved for the 2010/11 session

Issue 8 – 15 April 2009

## 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 prospective 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, the 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 are met, in relation to the allocation of students to the residential rooms, the rooms are offered to prospective 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 April 2010. 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 Co-ordinator before 1 April 2010. The applicant will be informed whether they have been allocated accommodation by 1 May 2010. Unsuccessful applicants may appeal to the Head of Student Services in writing. Receipt of appeal must be before 15 May 2010. Appeals will be processed within one working week and the student informed of the outcome before 1 June 2010 to enable them to apply for accommodation through the normal process on 1 June 2010.

Students allocated a room due to special requirements will be required to complete an application form and send in a £150 booking fee before 8 June 2010.

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 Disability and Academic Services (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 1 will have their cases reviewed by a Student Services Committee. Students will therefore have to apply for accommodation by 1 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 fully with this process if it is deemed necessary.

2. Students deferring their studies in 2009/10 (and beyond) will not be guaranteed on campus accommodation and will have to apply through the normal application process on 1 June 2010.
3. All full time, first year international students, having accepted an offer to study for a year or more at the University will be allocated accommodation, providing the application and £150 booking fee is received by the Accommodation Office before the approved guarantee date. (In 2010/11 the date is 1 August 2010). Any applications received after this date will be considered but not guaranteed. If there are no rooms available after 1 August the student will be put onto a waiting list, irrespective 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.

International Students are classified as students whose primary home address is not in England, Scotland, Wales or Northern Ireland. Home students are required to follow the process for applying for on campus accommodation listed in Section 5 of this Policy.

4. Accommodation for exchange students staying one semester will only be guaranteed provided the supporting department agrees to underwrite the room fees for the year. An accommodation application and £150 booking fee should be received by the Accommodation Office before the appropriate guarantee date etc. (In 2010/11 this date will be 1 April 2010)
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 and 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 eligible to apply for accommodation. (The only exceptions to this are 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 2010/11 the Admissions Portal will open at 10am for applications for accommodation on 1 June 2010). 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, subject to 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 Degree Students should apply for accommodation following the same procedure as first year full-time undergraduate home students. Once an application has been submitted a £150 booking fee 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 University, will be allocated accommodation in their first year providing their application and £150 booking fee is received by the Accommodation Office before the approved guarantee date. (For 2010/11 the date is 31 May 2010). They can apply to stay over the summer period, if required
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 1.
8. Post graduate research students e.g. MPhil or PhD will be allocated accommodation in their first year providing their application and £150 booking fee is received by the Accommodation Office before the approved guarantee date. (For 2010/11 the date is 31 May 2010). All other post-graduate students (i.e. taught) will be able to apply for on-campus accommodation if they are full-time students who are undertaking a full year's study for the first time at the University of Chichester, but must apply for accommodation in the same manner as full-time, first year, UK students.
9. Returning students will not be offered accommodation in their second and subsequent years; however limited places may be available at certain points in that year to full time students, should rooms become vacant. If a student had 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 the

acceptance of their 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.

The Accommodation Office will maintain a waiting list of eligible students based on the above priorities and will offer these in accordance with the criteria above should any vacancies arise. The Accommodation Office will not disclose details of a student's position on the waiting list. The Accommodation Office will contact a student on the waiting list when and if an appropriate room becomes available.

Those students that fall into a category of being guaranteed a room must ensure the Accommodation Office receives their application form and booking fee 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.

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 before the start of the licence agreement and then they will be entitled to have £50 of their booking fee returned. Any student that is unsuccessful with their application for on campus accommodation will have their full booking fee returned.

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.

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. The decision to implement this option lies with the Director of Business Services or Accommodation Manager. If this occurs the booking fee received will not be returned and an invoice will be processed for 8 weeks' rent, from the start of the Licence Agreement. This will be 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.