



ACCOMMODATION ALLOCATION POLICY **AND PROCEDURES**

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

Version 15 – 8 April 2010

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 and as single or twin. 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 for accommodation those with special housing requirements are prioritised, efficient use of the facilities is achieved via an allocation list, first year 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:

1.0 Students with a disability or special housing need

- 1.1 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.
- 1.2 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 Support and Careers 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 15 June 2010.

- 1.3 Students allocated a room due to special requirements will be required to have completed an application form and sent a £150 booking fee (the fee to be received by the Accommodation Office before 8 August 2010).
- 1.4 Where a student expresses a preference for a particular type of accommodation which is not necessary to meet their disability needs, the Disability Co-ordinator will note this as a preference rather than an essential.
- 1.5 If a student is likely to need on campus accommodation beyond the first year of their course the Disability Co-ordinator 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 team. Students will therefore have to apply for accommodation by 1 April each year.
- 1.6 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.

2.0 Students Deferring their Studies

- 2.1 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 15 June 2010.

3.0 International Students

- 3.1 For the purpose of the Accommodation Allocation Policy, International Students are classified as students whose primary home address is not in England, Scotland, Wales or Northern Ireland.
- 3.2 All full time, new entrant 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 deadline date for the application is 1 August 2010 and 8 August 2010 for the booking fee). 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.
- 3.3 Home students are required to follow the process for applying for on campus accommodation listed in Section 6 of this Policy.

4.0 Exchange Students

- 4.1 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 from an exchange student before the appropriate guarantee date etc. (In 2010/11 this date will be 1 April 2010)

4.2 The Accommodation Office is unable to guarantee accommodation to those exchange 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.

5.0 Placement Students/Students whose studies include a Placement

5.1 Students whose course includes a placement period will be liable for their accommodation throughout their agreed licence period. If the placement involves an exchange with another student, the exchange student can fill the University of Chichester student's place in halls subject to an additional £150 non refundable booking fee being paid and agreement by the Accommodation Office. The Chichester Student must provide the Accommodation Office 2 weeks' notice of any exchange.

6.0 First Year 'Home' Students

6.1 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 on 15 June 2010 for applications for accommodation). (Please note certain accommodation types are very popular and can be 'exhausted' in minutes. Please make provision for the application form to be completed in the quickest possible time after 10am therefore. Help may be available from Student Services with such assistance). The secondary selection criteria are based on the availability of the students' first choice accommodation package, then the second package, etc, and the campus at which their academic pursuits generally occur.

6.2 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 lose their booking fee, if paid, and will only receive another room option when offers have been made to all other unallocated students, approximately one week after Clearing has been completed.

6.3 All full-time Foundation Degree Students should apply for accommodation following the same procedure as first year full-time undergraduate home students.

6.4 Once an application has been approved by the Accommodation Office (this will be 1 August at the latest) a £150 booking fee must be received within 7 working days otherwise it will be assumed the student no longer requires their room.

- 6.5 Those students offered accommodation and who have a 'conditional' place of study at the University of Chichester must make the decision regarding their attendance at the University by 31 August in order to secure their accommodation. Failure to do so will result in their accommodation offer being null and void and their room being offered to a student on the waiting list who has met the necessary academic entry criteria. (For the avoidance of doubt this does not mean they will necessarily lose their place of study if an agreement is reached with academics at a later stage of the academic application process.)
- 6.6 From 15 June 2010 the Accommodation Office will maintain a waiting list of students eligible for accommodation based on the above priorities and will offer rooms in accordance with the advertised criteria (above) should any vacancies arise. With exception of the students who are in positions '1 to 100' on the waiting list, the Accommodation Office will not disclose details of a student's position on the accommodation waiting list until 1 August 2010, and only then if a request is made to the Accommodation Officer (Operations).
- 6.7 Five rooms in a hotel, which may be in Bognor Regis or Chichester and six temporary rooms on the Bishop Otter Campus will be allocated on a temporary basis to students. These will be offered to students at the end of August who are at the top of the waiting list. If a student is housed in a hotel this will be on a half board basis or on-campus on a self-catered basis. Rent for these rooms and catering will be £65/week (2010/2011) paid directly to the University. Should a room become available on either campus the students accommodated in this manner will be obliged to either accept the room offered or vacate their temporary room. The room offered could be based on any one of the full range of accommodation options the University of Chichester provides its students, therefore the students must be prepared to accept the rent associated with the highest accommodation package before accepting the temporary offering. As rooms become available the priority of movement of students out of the temporary rooms will be as follows:
- 6.7.1 5 students in hotel rooms
 - 6.7.2 2 students in the Havenstoke lounge
 - 6.7.3 2 students in the Pinewood lounge
 - 6.7.4 2 students in the Pinewood temporary rooms
- 6.8 The above students will be required to sign a temporary licence agreement or contract (and associated documents related to their temporary room) and to repeat the process when they move into the room they will be entitled to occupy for the remaining weeks of their licence agreement, associated with the new room.
- 7.0 Care Leavers
- 7.1 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 is received by the Accommodation Office before the approved guarantee date. (For 2010/11 the date is 31 May 2010). The £150 booking fee must be received by 8 August 2010. They can apply to stay over the summer period, if required, but not the summer after their last year of study.

8.0 Post Graduate Students

8.1 Full-time 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 at the University of Chichester, but must apply for accommodation in the same manner as full-time, first year, UK students.

9.0 Returning Students

9.1 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 accepting their application or not. 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.

Associated Notes

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.

Under 18 students who meet the academic entry standards will be allocated accommodation but the student must follow the approved application procedure for the applicable category of student.

Following the offer of accommodation if a student is found to have a criminal record that makes it inappropriate that they live in a communal environment on campus the offer will become null and void. All such matters must be disclosed at the time of application. The Accommodation Manager will make the initial assessment with any appeal received before 7 September 2010 being processed by the Director of Business Services.

Those students who 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, course studies, backgrounds etc. together. Students must ensure they provide as much relevant information as possible to enable this exercise to be carried out.

Any student who is unsuccessful with their University application or application for on campus accommodation will have their full booking fee returned.

Home students are entitled to a one week 'cooling off' period and International students are entitled to a two week 'cooling off' period after moving into their accommodation. If a student decides to leave their accommodation during this period they will be liable for the rent related to their period of stay and will lose their £150 booking fee. After the cooling off

period, a student will be liable for rent owed for the complete licence agreement period, unless they find a suitable (deemed by the Accommodation Manager) full time student replacement to fill the room, unless evidence can be provided of unforeseen circumstances and approval is granted by the Director of Business Services or Accommodation Manager.

Any student leaving the University will be released from their Licence Agreement by the Director of Business Services or the Accommodation Manager subject to the following conditions:

- 1) A student must provide evidence they are no longer going to be a student of the University of Chichester.
- 2) A student must submit 2 weeks' written notice or they will continue to be liable for the room until written notice has been received.
- 3) They will be charged a £200 cancellation fee.

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 related rent plus 2 weeks' rent owed 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 into the vacant room but will be charged a £200 administrative fee (to cover deep cleaning of room etc), if the request is granted.

A student who wishes to register a complaint regarding the application processes should follow the Accommodation Office Complaints procedure, available to view from the Accommodation Office website