Moving away from home for the first time can be a daunting experience and finding the right accommodation can help this process.

At the University of Chichester there are many different types of accommodation to suit a range of needs.

Living in Halls of Residence is a popular experience. Being in University owned and managed accommodation makes it easier to meet other students and make new friends. You may find you meet people from other courses and develop good friendships within days of settling into your accommodation. To help this process there are many on-campus activities and events throughout the year which will give your social life a real boost! On campus everything is close at hand which helps minimise your travel experiences.

Whatever your accommodation choice at the University of Chichester you will find a great atmosphere with a welcoming student community. We feel it is a great place to live and study and we are sure you will have many life long memories to take away with you at the end of your stay.

WE GUARANTEE YOU A PLACE IN HALLS
If you apply to study with us, we guarantee you a room in our Halls of Residence for your first year of study. To be eligible for our guarantee, you need to be able to tick all of these boxes:

- Be in your first year of study
- Be studying full time
- Have submitted your UCAS application before the January deadline
- Received an offer of a place
- Made Chichester your first choice

Come and visit us
We are regularly updating and improving our accommodation to provide you with a well maintained, safe and secure environment to live in. All Halls of Residence accommodation are professionally managed and members of staff are available to give any help and guidance that you may require.

We can tell you all about our Accommodation, but we really encourage you to come and see for yourself at one of our Open Days.

“The campus is a great place to live and study and it’s always reassuring to know there is 24 hours security available to contact at any time”
Choosing and applying for your accommodation

At the University of Chichester we have many different types of accommodation that cater for all needs. All the rooms are well equipped and maintained.

What is important to you?
Before you decide on the type of Halls you would like, you will need to consider what is important to you.

- What campus will I be based at?
- Do I want meals provided?
- Do I want to have my own ensuite facilities?
- How much can I afford each week?
- How close do I want to be to the Campus?

Please consider your preferred choices when looking through our accommodation information pages, these can also be found on our website at www.chi.ac.uk/student-life/accommodation

Catered or Self Catered
In catered on-campus accommodation you will be provided with a daily allowance to spend in the restaurants at either campus. There are however communal kitchen facilities available in all halls, should you wish to use them at any time. In self-catered accommodation you can cook for yourself in the communal kitchens. Each kitchen will have an electric cooker, microwave, fridge, freezer, kettle and toaster. No cooking and eating equipment/utensils are provided so you will need to bring your own.

Quiet Block
Although many students enjoy the social aspect of University life, some prefer to be allocated a room in a quiet block. If this is something that appeals to you we do have a range of different rooms that cater for this requirement at St Christopher’s and Charlotte House at the Bognor Regis Campus.

Students with a disability
We have a range of adapted rooms within our Halls of Residence. Most are single rooms with large ensuite wet rooms and are sold on a catered or self-catered basis. We are happy to discuss individual housing requirements and we would encourage you to contact the Disability and Skills Services Co-ordinator at an early stage so all can be done to allocate accommodation to suit your requirements.

Allocation of University owned and managed Accommodation
Although we will make every effort to accommodate your wishes this may not always be possible. All the accommodation is offered via a randomised allocation system and is very popular.

Smoking
All our accommodation facilities are ‘no-smoking zones’. If you wish to smoke you will be required to do so away from the buildings.
The Accommodation Portal opens for applications for on-campus accommodation to all first year, full time, UK based students that have made University of Chichester their first choice.

1. Log on to the Accommodation Portal via the website between 12th May and 24th June. You will need your log in details for this, your details should be your student number and date of birth.

2. Choose your accommodation and fill out the application form. Hit submit.

3. Once all applications have been received the accommodation will be allocated by a randomised allocation system i.e. in-line with the Allocations Policy.

4. You will be notified via email in August if you have been successful in gaining a place in accommodation.

5. Pay your booking fee – your £120 booking fee must be received within seven days of receiving your offer letter and is payable online.

6. Once we have received your booking fee, we will email you an offer letter and e-induction, which will include arrival details, by 1st September.

7. Read your Residents’ Handbook before you arrive.

8. On arrivals weekend, collect your keys and check the room’s inventory before you move in.

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**Timeline**

**April**

**Students with Disability or Special Housing Needs**

Any student with a disability or special need will have to apply for on-campus accommodation through the Disability and Academic Skill Co-ordinator by 1st April to be guaranteed a room. Please note this will be subject to an assessment and evidence may need to be provided.

**12th May – 24th June**

**First year, Full Time, Home Students**

If you are a UK, full-time student, with no special housing needs, you will be able to apply for University owned accommodation from between 12th May – 24th June. (Please view the Allocation Policy on the Accommodation website for full details.) You must have made the University of Chichester your first choice and have accepted a firm offer before applying for University Owned and Managed Accommodation.

**1st August**

**International Students**

This is the deadline for all International Students to apply for on-campus accommodation. You will need to make sure you have submitted your application form and paid your non-refundable booking fee within 7 days of receipt of your offer letter to be guaranteed on campus accommodation.

**1st September**

**Successful Applicants**

If the applicant has been successful, an offer of on-campus accommodation will have been made by this date, providing the student has met the conditions for study, and has returned an application for University-owned accommodation and paid their booking fee.

**Mid September**

**On-campus rooms ready to occupy**

All on-campus rooms will be ready for occupation for first year’s start of term date. Information regarding Arrivals Day will be sent to you via e-mail, if you are successful in obtaining a room on-campus, one week in advance of your arrival.

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IF THE SYSTEM CRASHES ON 24TH JUNE, EMAILS WILL BE ACCEPTED AND SHOULD BE SENT TO ACCOMMODATION@CHI.AC.UK.
Costs

We know the factors that are important to you when you’re considering moving away from home and because we believe in an open and honest relationship with our student community we’ve included information on costs, support and security.

The majority of our Halls of Residence with standard contracts cost less than £6,000 per year. Self-catered Halls start at £3,664 and the maximum cost is £5,146 per year.*

Included in your rent

- Wifi
- All utility bills
- Endsleigh personal contents insurance
- Weekly cleaning service
- Hard wired internet connection, most Halls have a minimum speed of 50Mbps.
- For catered students, a weekly catering package worth at least £49.00 per week

* Prices correct at time of print in February 2017...
Support and security

Our Halls are professionally managed, secure and well maintained. You will be supported by our team in the Accommodation Office 24/7, so you will feel right at home.

**Our people**
- John Kingdon – Deputy Director of Estate Management
- Charles White – Residential Services Manager

To make sure that it’s as easy as possible for us to assist you with any residential matters each of our Accommodation Officers has named responsibility for our Halls.

- Bishop Otter Campus – Carmen Jems
- Stockbridge Student Village – Fern Yeates
- St Christopher’s, Mainline, Bognor Road - Laura Squires/Craig Thomas
- Bognor Regis Campus – Scott Finch

**Support**
- Accommodation Office: Monday to Friday, 8.00am to 6.00pm
- Accommodation Officers: Office Hours and on-call from 6.00pm to 7.30am
- Duty Managers: 7 days a week, 5.30pm to 6.00am
- Staff Wardens: 7 days a week, 8.00pm to 12.30am
- Residential Advisor
- Start of year Residential Life activity programme to help you make new friends for life

**Security**
- Campus & Mobile Security: Monday to Friday, 4.30pm to 6.00am, 24hrs at weekends.

**Transport**
Each campus has its own character but both are no more than a fifteen minute walk from the town centres and both are close to local parks, offering plenty of green space in which to relax or socialise. The U7 bus travels between Chichester and Bognor Regis, calling at both campuses. Additionally, the Uniflyer runs a regular service between both campuses, at night there is a student safety bus.
Here is an overview of all the different types of accommodation available for first year students. Much of our Accommodation is based on campus, however we have some Halls that are off campus. No matter what your preference or location we are sure you will have a great time.

**CHICHESTER**

**On campus**

**DUNCTON HALL, FISHBOURNE HALL, IFOLD HALL, PETWORTH HALL, LOXWOOD HALLS, MIDHURST HALL (CATERED, ENSUITE)**
- Catered
- Ensuite
- 37 weeks
- Facilities shared between 6 people
- 100 rooms
- £165.34 per week

**SPRINGFIELDS 1-4, HAMMOND 1 & 2 (CATERED, SHARED FACILITIES)**
- Catered
- Shared bathroom facilities
- 37 weeks
- Facilities shared between 6
- 68 rooms
- £150.99 per week

**ASHLING 1 & 2, SPRINGFIELD 5 & 6 (CATERED, SUPERIOR SHARED FACILITIES)**
- Catered
- Superior Standard shared facilities
- 37 weeks
- Facilities shared between 5
- 40 rooms
- £160.16 per week

**CHILGROVE HALL, AMBERLEY HALL, HARTING HALL (SELF-CATERED, ENSUITE)**
- Self-catered
- Ensuite
- 37 weeks
- Facilities shared between 4
- 124 rooms
- £139.09 per week

**HAVENSTOKE CLOSE (SELF-CATERED, SHARED FACILITIES)**
- Self-catered
- Shared bathroom facilities
- 37 weeks
- Facilities shared between 4
- 40 rooms
- 5 minute walk from campus
- £115.64 per week
Off campus

PINEWOOD (SELF-CATERED, SHARED FACILITIES)
- Self-catered
- Shared bathroom facilities
- 37 weeks
- Facilities shared between 7
- 53 rooms
- 10 minute walk from campus
- £99.05 per week

STOCKBRIDGE (SELF-CATERED, ENSUITE)
- Self-catered
- Ensuite
- 39 weeks
- Facilities shared between 5-7
- 405 rooms
- 30 minute walk from campus
- £127.75 per week

ST CHRISTOPHER’S (SELF-CATERED, SHARED FACILITIES, QUIET BLOCK)
- Self-catered
- Shared facilities
- 39 weeks
- Facilities shared between 3-5
- 68 rooms
- 30 minute walk from campus
- £117.95 per week

THE MAINLINE (SELF-CATERED, SHARED FACILITIES)
- Self-catered
- Shared facilities
- 3 weeks
- Facilities shared between 4-5
- 19 rooms
- 30 minute walk from campus
- £117.95 per week

GRAYLINGWELL DRIVE
- Self-catered
- Shared facilities and ensuites available
- 37 weeks
- Facilities shared between 4-6
- 21 rooms
- 15 minute walk from campus
- £130.62 - £137.76 per week

2 BOGNOR ROAD (SELF-CATERED, SHARED FACILITIES)
- Self-catered
- Shared facilities
- 39 weeks
- Facilities shared between 5
- 5 rooms
- £117.95 per week
BARBARA SMITH HALLS (CATERED, ENSUITE)
- Catered
- Ensuite
- 37 or 40 weeks
- Shared between 2-6 people
- 160 rooms
- £165.34 per week

LONGBROOK (CATERED, SHARED FACILITIES)
- Catered
- Shared bathroom facilities
- 37 weeks
- Facilities shared between 6 people
- Twin rooms available
- 59 rooms
- £150.99 (single) or £130.62 (twin) per week

CHARLOTTE HOUSE (CATERED, SHARED FACILITIES)
- Catered
- Shared bathroom facilities
- 40 weeks
- Facilities shared between 7 people
- 7 rooms
- £150.99 per week
Table of Accommodation

Below is an overview of all the accommodation options we have to offer at University of Chichester. You can use this as a quick reference guide when looking at all the accommodation.

**CHICHESTER**

<table>
<thead>
<tr>
<th>Hall Name</th>
<th>Licence Period</th>
<th>Self Catered</th>
<th>Catered</th>
<th>Ensuite</th>
<th>Shared Facilities</th>
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<th>Price per Week</th>
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## BOGNOR REGIS

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<th>Licence Period</th>
<th>Self-Catered</th>
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<th>Price per Week</th>
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Frequently Asked Questions

**Question**
When can I apply for accommodation as a UK student? (for all other students please see Allocation Policy on the Accommodation Office website)

**Answer**
You will be able to apply for your accommodation between 12th May – 24th June. You will need to do this on-line via the Accommodation Portal.

**Question**
When will I find out if I have been allocated on-campus accommodation?

**Answer**
You will be advised, via e-mail, of the accommodation you have been offered by 1st September.

**Question**
Do I need a TV licence?

**Answer**
Yes you will need to purchase your own TV licence if you are planning on bringing a television.

**Question**
How many people are the facilities shared between?

**Answer**
All shared facilities will be shared between no more than seven people. In some of the blocks you may only be sharing with four other people.

**Question**
Can I have guests to stay?

**Answer**
You can have a guest to stay for no more than two nights at no cost. Overnight guests are not permitted at Stockbridge.

**Question**
Can I bring a car?

**Answer**
Due to lack of parking facilities we are unable to offer parking to students living on campus. If you are allocated accommodation off campus you may be able to purchase a designated parking permit. Residents at Stockbridge are not permitted to bring a car into the city due to planning restrictions.

**Question**
When are the meals served in catered halls?

**Answer**
For catered halls you will receive a daily allowance which can be used at either campus restaurant between 7.30 am – 7.00pm and 10.30am – 12.00pm at weekend.

**Question**
Can I leave my accommodation early?

**Answer**
If you wish to leave your accommodation early you will need to advise the Accommodation Office of your intention to leave in writing and you will be responsible for the rent for the entire licence agreement, unless a suitable replacement is found.

**Question**
Will I have internet access in my room?

**Answer**
All our room s come with internet access at no additional cost; however our accommodation that is off campus has a wireless connection which is slower than the on-campus service. Further details are available in the ‘handbook for residents’.

**Question**
What do I need to bring?

**Answer**
Bedding and towels and all the basic equipment to get you started on your first time living away from home. This will include items such as; crockery, cutlery, saucepans, cooking utensils etc.

**Question**
When are the accommodation fees due?

**Answer**
The Accommodation fees are divided into three installments, of 40%, 40% and 20%, the first being due on arrival, the second in January and the third in April.
**Question**
Can I stay in the accommodation during the vacation periods?

**Answer**
Yes you will be able to stay in your room during all vacation periods until the end of your licence agreement; this will include Christmas and Easter. Please bear in mind that there will be no catering at Christmas, Easter and Bank Holidays and brunch is served during Reading Weeks and at weekends.

**Question**
Will I be charged if I cancel my accommodation before I arrive?

**Answer**
If you cancel your accommodation before you arrive you will need to let the Accommodation Office know, either in writing or by e-mail before the beginning of the academic year. You will only be refunded your £120 booking fee if you do not meet entry requirements to study at the University of Chichester.

**Question**
Is there a launderette available?

**Answer**
All rooms have access to a launderette nearby or within the facility.

**Question**
Are there bicycle storages available?

**Answer**
Bicycle stores are available on both campuses.

**Question**
What is expected of me?

**Answer**
Students are required to pay promptly and adhere to the Code of Conduct and terms of their Licence Agreement.

**Question**
Have I assurance the facilities will be suitably maintained?

**Answer**
Yes. All University accommodation facilities comply with the ANUK Code of Practice, which is a nationally recognised accommodation accreditation scheme.

**Question**
What if I damage the room/equipment?

**Answer**
You will be charged to repair any damage caused maliciously and possibly accidentally, including an administration fee. You could also possibly face disciplinary procedures.

**Question**
Are staff available 24 hours a day?

**Answer**
Yes, the Accommodation Office and/or security staff are available 24 hours a day during the licence agreement period.

**Question**
Are there re-cycling facilities?

**Answer**
Yes. There are re-cycling facilities and students are inducted in how to recycle as much waste as possible.
How to find us

Our two campuses in Chichester and Bognor Regis are located on the South Coast of West Sussex, between Portsmouth and Brighton, they have excellent road and rail links to London.

Travelling to Chichester

By train
If you are travelling to Chichester via London, the trains run from London Victoria station. Alternatively, you can travel from London Waterloo to Havant and change there for Chichester.

By car
Bishop Otter Campus – PO19 6PE

Travelling to Bognor Regis

By train
If you are travelling to Bognor Regis via London, the trains run from London Victoria station. It is sometimes necessary to change trains at Barnham station for Bognor Regis, please check this before travelling.

By car
Bognor Regis Campus – PO21 1HR
CONTACT US
This brochure provides students information about the range of accommodation options available to them whilst studying at the University of Chichester. We hope it gives you all the details needed, however if you require any further information our Accommodation Team will be happy to assist.

Bishop Otter Campus
University of Chichester
College Lane
Chichester
West Sussex
PO19 6PE
• TEL: 01243 816069
• FAX: 01243 816068
• EMAIL: accommodation@chi.ac.uk

Bognor Regis Campus
University of Chichester
Upper Bognor Road
Bognor Regis
West Sussex
PO21 1HR
• TEL: 01243 812120
• FAX: 01243 812053
• EMAIL: accommodation@chi.ac.uk

Additional Contacts
• Academic Registry Tel: 01243 816027
• Admissions Tel: 01243 816002
• Disability and Academic Skills Service Tel: 01243 812076
• Financial Welfare Tel: 01243 816038
• Students’ Union Tel: 01243 816394
• Student Advisor Tel: 01243 816238
• Health and Safety Tel: 01243 816488

www.chi.ac.uk/accommodation