



# **ACCOMMODATION ALLOCATION POLICY** **AND PROCEDURES**

Allocation Policy and Procedures of University owned and managed accommodation to students.

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## **Introduction**

The accommodation provision at the University of Chichester consists of ensuite rooms with communal kitchens and standard rooms with communal bathrooms and kitchens. The facilities are in flats and houses and are offered on a catered or a self-catered basis.

Due to an 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, returning students and students who have deferred entry are prioritised. Efficient use of the facilities is achieved via an electronic allocation process; first year students are able to state their accommodation preferences and the selection process is equitable and transparent.

Students will be allocated rooms via a random allocation based system, this will mean students of mixed ages, gender, course studies, backgrounds etc. being allocated in flats together to create 'balanced' communities. Preference of hall type will be taken into account by the allocation system, however this can only be achieved when there is availability at the time of allocation. With exception to this rule all students on a 40 week residential licence agreement will be placed in the same area due to the length of the contract.

Those students who fall into a category of being guaranteed a room must ensure they submit their application form and booking fee before the approved guarantee date has passed.

## **Inclusivity**

No person or group of persons applying for accommodation will be treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, gender, disability, appearance, age, marital status, sexual orientation or social status.

## **Data Protection**

Your personal data in relation to the allocation of halls and the licence agreement (including associated policies and procedures) will be processed and stored in line with the Accommodation Allocation Privacy Notice.

## 1.0 Eligibility

- 1.1 To be eligible to apply for University-owned accommodation students must be a student of the University of Chichester and, if a first year student, have received an offer to study at University of Chichester and made us their first choice. (If a student requires additional support please see section 3.0 for details of eligibility.) Students will need to have returned the online application form by the approved dates, which are detailed below. Any student who is unsuccessful with their University application or application for University-owned accommodation will have their full booking fee returned.
- 1.2 Residential licence agreements must be signed and returned within 14 days of receipt along with payment of the non-refundable booking fee of £120 to confirm your acceptance of the terms and conditions. Failure to do so may result in the accommodation being cancelled and reallocated.
- 1.3 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 Officer (Allocations) will make the initial assessment and if the offer is withdrawn, appeals must be made before 7<sup>th</sup> September after which they will be processed by the Accommodation Manager.

## 2.0 Key Dates

Below is a list of all the important key dates that students will need to be aware of when applying for University-owned and managed accommodation.

### **1<sup>st</sup> December – 31<sup>st</sup> January**

#### **Returning Students**

Returning students will receive priority status for accommodation allocations if they apply and accept an accommodation offer before 31<sup>st</sup> January. Any application to live in University owned and managed accommodation after 31<sup>st</sup> January may not receive special priority status. Applications made after 18<sup>th</sup> March will be deferred until after new incoming first year students have been allocated unless there is a special housing need.

### **18<sup>th</sup> March – 1<sup>st</sup> April**

#### **Applicants with a deferred place for 2019 entry**

Any student with a deferred offer to study for the 2019 entry will be offered the opportunity to apply for accommodation between 18<sup>th</sup> March – 1<sup>st</sup> April. Every eligible applicant will be e-mailed information on how to apply at the beginning of March 2019. Please note this arrangement is for one year only.

### **3<sup>rd</sup> April**

### **Students with a disability or special housing need**

Any Student with a disability or special housing need will have to apply for University-owned accommodation through the Student Support Services by 3<sup>rd</sup> April to be guaranteed a room. Please note this is subject to an assessment and evidence may need to be provided. Please see section 3.0 for further details.

Under 18 students who meet the academic entry standards will be allocated priority accommodation providing they follow the approved application procedure for the applicable category of student. For further information please see the Under 18's policy on our website [www.chi.ac.uk/accom](http://www.chi.ac.uk/accom)

### **13<sup>th</sup> May – 27<sup>th</sup> June**

#### **First Year UK Students**

The Accommodation Office opens for applications for University-owned or managed accommodation to all first year, full time, UK based students that have made University of Chichester their first choice. (If the system crashes, emails will be accepted and should be sent to [accommodation@chi.ac.uk](mailto:accommodation@chi.ac.uk) ). Please see section 5.0 for further details.

#### **21<sup>st</sup> May Care leavers**

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 priority University-owned or managed Accommodation providing their application is received by the Accommodation Office by 21<sup>st</sup> May

#### **21<sup>st</sup> May**

#### **Post Graduate Students**

Fulltime post graduate research students e.g. MPhil or PhD will be allocated University-owned and managed accommodation in their first year providing their application is received by the Accommodation Office by **21<sup>st</sup> May**. All other postgraduate students will be able to apply for on-campus accommodation if they are fulltime students who are undertaking a full year's study at the University of Chichester, but must apply for accommodation in the same manner as fulltime, first year, UK students. Accommodation may be available for part time students once full times students have been allocated accommodation.

#### **1<sup>st</sup> August**

#### **International Students**

This is the deadline for all International Students to apply for University-owned and Managed accommodation. You will need to make sure you have submitted your application form and paid your non-refundable booking fee by this date to be guaranteed accommodation. Please see section 4.0 for further details.

#### **1<sup>st</sup> August**

#### **Exchange Students**

Accommodation for exchange students staying only one semester will only be guaranteed in University-owned or managed accommodation providing the supporting department agrees to underwrite the room fees for the year. An accommodation application and non-refundable booking fee must be received by the Accommodation Office from an exchange student by 1<sup>st</sup> August. Please see section 7.0 for further details.

#### **1<sup>st</sup> September**

#### **Successful Applicants**

If the applicant has been successful, an offer of University-owned or managed accommodation will have been made by this date, providing the student has met the conditions of study, and has returned an application for University-owned accommodation and paid their non-refundable booking fee. If you have submitted an application form and not heard anything by this date you should contact the accommodation office immediately.

## **Mid-September**

### **University-owned rooms ready for occupation**

All University-owned rooms will be ready for occupation for the start of the academic term. All students will be advised electronically of full details with regards to Arrivals Day.

### **3.0 Students with a disability or special housing need.**

3.1 Students with disabilities and medical conditions that necessitate them (and any related carers) living in University-owned or 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.

3.2 All new students are encouraged to disclose disabilities to the University and are invited to do so by contacting 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. 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<sup>st</sup> April. The applicant will be informed whether they have been allocated accommodation by 1<sup>st</sup> May. Unsuccessful applicants may appeal to the Head of Student Support and Careers in writing. Receipt of appeal must be before 15<sup>th</sup> May. Appeals will be processed within one working week and the student informed of the outcome before 29<sup>th</sup> May to enable them to apply for accommodation through the normal process by 27<sup>th</sup> June.

3.3 Students allocated a room due to a special requirement will be required to have completed an application form and sent the non-refundable booking fee. The fee is to be received by the Accommodation Office before 8<sup>th</sup> August.

3.4 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.

3.5 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.

#### 4.0 Overseas Students

4.1 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.

4.2 All full time, new entrant international students, having accepted an offer to study for a year or more at the University will be allocated University-owned accommodation, providing the application and non-refundable booking fee is received by the Accommodation Office before the approved guarantee date. The deadline date for the application is 1<sup>st</sup> August and 8<sup>th</sup> August for the booking fee. 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, irrespective of the fact that they are International Students. The Accommodation Officer (Operations) will contact the Head of Admissions for a projected figure of how many rooms to place on hold for International Students for that particular year.

4.3 UK students are required to follow the process for applying for on campus accommodation listed in section 6.0 of this policy.

#### 5.0 First Year UK Students

5.1 All first year students, recognised by Admissions, and having made the University of Chichester as their first choice, who are not studying on the Isle of Wight, will be eligible to apply for accommodation. The prioritisation of places will be based upon a randomised allocation system. All applications will need to be made online during a 5 week period. The allocation process will open on 13<sup>th</sup> May and close on the 24<sup>th</sup> June. All applications received are allocated a number at random and this will be the first selection criteria the accommodation is allocated on. 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. If a student's application is successful they will be notified of the accommodation they have been allocated by 1<sup>st</sup> September. To accept the offer of accommodation the student will need to pay a non-refundable booking fee within 9 days of receipt of offer.

5.2 The Accommodation Office will operate a **waiting list** from August onwards for those students who do not fall within the guarantee of accommodation.

5.3 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.

5.4 If a 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.

5.5 Undergraduate students who apply to the University via clearing may be offered a place in accommodation, subject to availability.

- 5.6 All full-time Foundation Degree Students should apply for accommodation following the same procedure as first year full-time undergraduate UK students.
- 5.7 Once Accommodation has been allocated by the Accommodation Office (this will be 1<sup>st</sup> September at the latest) a booking fee must be received within 9 working days otherwise it will be assumed the student no longer requires their accommodation.
- 5.8 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<sup>st</sup> 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).

## **6.0 Students Deferring their Studies**

- 6.1 Students deferring their studies will be given the opportunity to apply for accommodation between **18<sup>th</sup> March – 1<sup>st</sup> April**. A communication will be sent to those students in March with further details on how to apply. Any student who misses the application window will still be able to apply for accommodation in the usual way between **13<sup>th</sup> May – 27<sup>th</sup> June**.

## **7.0 Exchange Students Rewrite? – Check if this now sounds OK!**

- 7.1 Exchange Students are encouraged to apply for accommodation after first liaising with the Accommodation Officer (Allocations) as to the availability of accommodation. It may not be possible to confirm accommodation until after the main allocation process for standard full-time first year students, however best endeavours will be made to accommodate exchange students in University owned and managed accommodation. An accommodation application and booking fee should be received by the Accommodation Office from an exchange student before the 1<sup>st</sup> August.
- 7.2 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 in advance 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.

## **8.0 Placement Students/Students whose studies include a Placement**

- 8.1 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 booking fee and a signed Residential Licence Agreement. The Chichester Student must provide the Accommodation Office with 2 weeks' written notice of any intention to exchange.

## **9.0 Returning Students**



9.1 Returning students will be able to apply for accommodation in December/January for the following academic year. 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.

## **10.0 Accommodation Payment**

10.1 All accommodation fees are invoiced to the student in three instalments. This instalment agreement for each type of accommodation can be found in the Handbook for Residence and all students will be emailed their invoice prior to their arrival.

## **11.0 Off-Campus Accommodation**

11.1 If the University is unable to offer University-owned or managed accommodation to any student, the Private Sector Housing Officer can offer assistance in finding accommodation within the private rented and private home sectors. All these properties are advertised online via Studentpad: [www.chichesterstudentpad.co.uk](http://www.chichesterstudentpad.co.uk)

You will require a password which can be obtained from the Accommodation Office by e-mailing [accommodation@chi.ac.uk](mailto:accommodation@chi.ac.uk) .

## **12.0 Late Arrivals**

12.1 Rooms allocated to students who have not arrived within 7 days of the commencement of the first semester and who have not notified the Accommodation Officer (Allocations) of their late arrival risk having their room allocated to another student. If this occurs an invoice will be processed for the related rent. This will be charged to the student or department if the student has been allocated a room via the Department.

## **13.0 Comments/Observations**

13.1 The University welcomes comments/observations with regard to the application process. Initial contact should be made through the Accommodation Office where a member of the Estate Management Team is available on site. If a student is unable to resolve his/her issue with a member of the Estate Management Team they should follow the Accommodation Office Complaints procedure, available to view from the Accommodation Office website:  
<https://www.chi.ac.uk/student-life/accommodation>

13.2 The University of Chichester reserves the right to vary this policy in the light of unforeseen circumstances.