

## Allocation Policy for the Residential Accommodation

17/18 Entry

V4

Approved by: Leadership

Date approved: [Date first approved]

Review period: Annual

Date reviewed: March 2017 (AW)

Owner: Lesley Balaam - Estates

## **Introduction**

This policy refers to the allocation of rooms in the leased and owned premises managed by the University for the Creative Arts.

Due to high demand, the university does not guarantee an offer of accommodation; therefore the purpose of the policy is to provide a clear set of principles to ensure a fair and transparent process for allocating rooms, to the limit of the supply.

This policy is reviewed on an annual basis and is subject to change.

## **Allocation process – Academic Year 17/18**

The Applicant Portal opens on 20th March 2017. All accommodation applications must be submitted on-line and medical evidence emailed separately. The specific email address will be supplied on request.

The deadline for receiving applications is 14 May 2017.

The allocation process commences on the 15 May 2017 and will continue on a rolling basis to the 31 August 2017 using the eligibility criteria based on Medical, International and Distance.

## **Eligibility Criteria**

Only students who are, or will be studying on a full time course at UCA are eligible to apply for accommodation.

Students may only apply if this is their first year of study at a particular campus, with the exception of students with a diagnosed medical condition/disclosed disability that necessitates the applicant to live in halls of residence.

Once an unconditional or conditional offer of a place in the university has been confirmed and accepted, students can apply for accommodation by way of an on-line application.

Students studying on the IFAD and GDAD courses starting in January 2018 will be guaranteed accommodation if applications have been received by the deadline date of 31 October 2017.

Due to high demand at Farnham, a selection of first term lets will be made available along with full term leases.

Leases will be offered for 39 weeks for UG/FE students and 52 week leases for PG students.

All rooms offered are equipped for single occupancy with the exception of 4 twin rooms at Farnham.

Applicants considering the twin room option due to the cost benefits should be mindful of the implications of sharing a study bedroom and be sure that they will be content to share close personal space with another person for the duration of the academic year. Where a hall room is let on a twin basis, the accommodation fee will be adjusted so that each occupant is only paying 65 % of the normal single-let rate.

### **Priorities for allocation to University Accommodation**

The first allocation will be carried out on the 15<sup>th</sup> May and **all** rooms will be allocated at this point.

Priory order:

- Any students with a diagnosed medical condition/disclosed disability that necessitates the applicant to live in halls of residence rather than in private accommodation will be prioritised, as long as evidence is supplied in support of the application.
- Care Leavers will be considered and assessed on a case by case basis.
- Evidence must be received by 14 May 2017.
- Evidence can only be accepted from a qualified and registered doctor or medical practitioner for those applying on medical grounds and from the Local Authority for Care Leavers. This evidence will be considered and assessed by Library & Student Services (LSS) and Accommodation Services.
- New International/EU students if they have applied by the deadline of 14 May 2017.
- New students whose home address is the greatest distance (as the crow flies) from the respective University Campus. Due to demand no prescriptive distance is given as it is variable each year.

Please note that the Accommodation Services do not prioritise according to the date that the completed application is received, unless where more than one application is and the distance from the university is exactly the same.

### **General Terms and Conditions**

- When a room offer is made you have 14 days to accept after which the offer is withdrawn.
- Prior to accepting the terms and conditions of the residence please ensure you read carefully.
- The £300 advanced payment fee is required at the point of acceptance to secure the room offer. This payment will be deducted from your first rent instalment.
- Residence fees must be paid in full at the beginning of the Period of Residence or by the due dates through RCP scheme.
- By accepting the offer of accommodation applicants are entering a legally binding contract with the university and are bound by the Conditions of Lease governing the tenancy.

- Applications received after 14 May will not be considered in the first round of allocation and will only be considered after the first the round of allocations has been completed – W/C 5 June 2017.
- UCA adopts a one offer policy so if you reject your accommodation offer, no other room offer will be made to you.
- If for whatever reason you wish to reject your Room Offer – you must submit your notice in writing e.g. email.
- If you give a minimum of 2 weeks' notice - prior to the start of the contract, then you will receive a refund of £275 which will be sent to the bank card which was used to pay the £300 Advanced Payment. £25 will be retained by the Accommodation Office to cover administration fees.
- If less than 2 weeks' notice is given then the £300 Advanced Payment will be forfeited.
- No Guarantee can be given to any specific requirements or preferences requested where demand is high.
- Demand for en-suite accommodation far exceeds availability.
- The flats will consist of students studying a variety of courses and will not be specifically allocated by course/faculty.
- The university has an equality and diversity policy which will is adopted for allocation, to ensure integration regarding cultural diversity and religious beliefs
- No rooms will be made available for Clearing or for insurance choices unless, in exceptional circumstances, rooms remain un-allocated and available.
- No rooms will be reserved for pre sessional students in October and November.
- No rooms will be reserved for Exchange/study abroad students. If, in exceptional circumstances, rooms remain unallocated and are available they will be offered.
- Part time students will not be eligible for accommodation.
- Full time returning students will be considered after the arrivals process (early September) has completed and an assessment has been made to establish the level of unallocated rooms.
- If the University accommodation is full, a waiting list will be established and, if a room should become available, the criteria used for allocation will be employed and rooms offered accordingly.
- Unsuccessful applicants will be contacted by the Accommodation Office and sent supporting information to assist in securing private accommodation.
- The University reserves the right not to accommodate a student if there are any outstanding debts or subject to previous disciplinary procedures. This will be assessed on a case by case basis.