

Allocation Policy for the Residential Accommodation

21/22 Entry

Approved by: LT

Date approved: 2nd March 2021

Review period: Annual

Date reviewed: February 2021

Owner: Head of Accommodation

Introduction

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

For 2021/21 the university will guarantee an offer of accommodation for all full time undergraduates in their first year of study either in University Managed accommodation or approved nominated university partner accommodation . To be eligible for the guarantee, Home students must have applied to UCA by 15th Jan 2021 and International students by 30th April 2021.

The purpose of the policy is to provide a clear set of principles to ensure a fair and transparent process for allocating rooms.

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

Allocation process – Academic Year 21/22

The Applicant Portal opens on 22nd March 2021. 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 19th May 2021.

The allocation process commences on the 26th May 2021 using the eligibility criteria and priorities detailed below and will continue thereafter on a rolling basis.

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 or an FE student moving to an HE course.

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.

Leases will be offered for 41 weeks for FE students, 38 weeks to UG students and 51 weeks for PG students.

All rooms offered are equipped for **single occupancy only**.

Priorities for allocation to University Accommodation

The first allocation will be carried out from the 26th May 2021 and 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. Evidence must be received by 19th May 2021. 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 Gateway and Accommodation Services.
- Care Leavers will be considered and assessed on a case by case basis.
- Any applicant who applied to year one of a full time higher education undergraduate or masters course starting in Autumn 2021
 - via UCAS by 29th Jan 2021
 - for international students who applied directly by 30th April 2021.
- Anyone who applies after the published guarantee dates on the website will have their application considered subject to availability and then on whose home address is the greatest distance 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 **7 days** to accept after which the offer is withdrawn.
- Prior to accepting the terms and conditions of the residence please ensure you read carefully.
- A £300 Advance Payment 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 19th May 2021 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 – 2nd Jun 2021.
- UCA adopts a one offer policy so if your 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 Accommodation Agreement, then you will receive a full refund of the Advance Payment (£300) which will be sent to the bank card which was used to pay it.
- If less than 2 weeks’ notice is given prior to the start of the Accommodation Agreement then the £300 Advance 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 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 be 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.