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UNIVERSITY OF  
CHICHESTER

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# **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 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 conventional residential use but have subsequently been adapted to house students. The above facilities are offered on a catered or a self-catered basis and whilst most rooms are offered on a single occupation basis there are rooms available on a dual occupancy basis. 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 increasing number of students enrolling at University the demand for on campus accommodation is high. To manage the demand for accommodation it necessary to first prioritise those with special housing requirements. Efficient use of the facilities is achieved via an electronic allocation process, first year, full time, undergraduate students are able to state their 6 accommodation type preferences (or 3 choices in the case of students undertaking a teaching degree) and the selection process is equitable and transparent.

Students will be allocated at random to create 'balanced' communities i.e. this will include putting mixed ages, course studies, backgrounds etc. together. The exception to this rule is those students on a 40 week or more Residential licence Agreement who 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 the Accommodation Officer (Allocations) receives their application form 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.

## **1.0 Eligibility**

- 1.1 Please note that eligibility to apply is separate to the accommodation guarantee. Eligibility set out those who can apply to live in University owned and managed accommodation. The accommodation guarantee details who, within an eligible group, are guaranteed accommodation.
- 1.2 To be eligible to apply for University-owned accommodation, students must meet the following criteria:
- i. be offered a conditional or unconditional place on an undergraduate full-time course of study by the time the licence period commences; or
  - ii. be offered a conditional or unconditional place on the first year of a postgraduate degree; or
  - iii. be offered a conditional or unconditional direct entry undergraduate place on a full-time course of study (2<sup>nd</sup>/3<sup>rd</sup> or upper years); or
  - iv. have an application supported by Student Support & Wellbeing for priority accommodation regardless of year/mode of study/course.
- 1.3 If students meet the criteria above, they must complete an electronic accommodation application form by the approved dates, which are detailed below.
- 1.4 For students who hold conditional offers on a place to study at University, formal offers of accommodation are made strictly on the condition that a student is accepted on a course of study following the release of A-Level/BTEC qualification results, or any other results outstanding and required for a student's application.
- 1.5 To confirm the acceptance of the accommodation offer, the residential licence agreement must be signed and returned online via the online Application Portal within 7 days of receipt of the formal offer of accommodation. Failure to do so may result in the accommodation offer being withdrawn and the room reallocated. If an accommodation offer is withdrawn, the University considers any guarantee of a room extinguished but every best effort will be made to offer an alternative allocation if accommodation is still required.
- 1.6 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 4th September after which they will be processed by the Accommodation Manager.

## 2.0 Guarantee

2.1 The accommodation guarantee applies to those students who meet the following criteria:

Apply by to the University by the UCAS deadline (29<sup>th</sup> January 2025)

- Put the University as your firm choice
- Be in your first year of undergraduate study
- Be studying full time

## 3.0 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.

Date	Applicant	Key Information
<b>Mid-April – 6<sup>th</sup> May</b>	<b>Applicants with a deferred place from 2024 entry</b>	Any student with a deferred offer to study for the 2024 entry will be offered the opportunity to apply for accommodation between <b>Mid-April – 6<sup>th</sup> May</b> . Every eligible applicant will be e-mailed information on how to apply at the beginning of <b>April 2025</b> . Please note this arrangement is for one year only.
<b>30<sup>th</sup> April</b>	<b>Students with a disability or special housing need</b>	Any Student with a disability or special housing need will have to apply for University-owned accommodation through the disability and Academic Skills Coordinator by <b>30<sup>th</sup> April</b> to be guaranteed a room. Please note this is subject to an assessment and evidence may need to be provided. Please see section 4.0 for further details.
<b>6<sup>th</sup> May – 22<sup>nd</sup> June</b>	<b>Under 18's</b>	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 <a href="http://www.chi.ac.uk/accom">www.chi.ac.uk/accom</a>
<b>6<sup>th</sup> May – 22<sup>nd</sup> June</b>	<b>First Year UK Students</b>	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 <a href="mailto:allocations@chi.ac.uk">allocations@chi.ac.uk</a> ). Please see section 6.0 for further details.
<b>22<sup>nd</sup> June</b>	<b>International Students</b>	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 by this date to be guaranteed accommodation. Please see section 5.0 for further details. Students will be able to apply via the accommodation portal between the <b>6<sup>th</sup> May – 22<sup>nd</sup> June</b>
<b>22<sup>nd</sup> June</b>	<b>Exchange Students</b>	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 must be received by the Accommodation Office from an exchange student by <b>22<sup>nd</sup> June</b> Please see section 8.0 for further details.
<b>22<sup>nd</sup> June</b>	<b>Care leavers</b>	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 <b>22<sup>nd</sup> June</b>
<b>22<sup>nd</sup> June</b>	<b>Post Graduate Students</b>	Fulltime post graduate research students e.g. MPhil or PhD can be allocated University-owned and managed accommodation in their first year providing their application is received by the Accommodation Office by <b>22<sup>nd</sup> June</b> . All other postgraduate students (i.e. taught) 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.
<b>Mid-August – 1<sup>st</sup> September</b>	<b>Successful Applicants</b>	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. If you have submitted an application form and not heard anything by this date you should contact the accommodation office at <a href="mailto:allocations@chi.ac.uk">allocations@chi.ac.uk</a> immediately.
<b>19<sup>th</sup> to 21<sup>st</sup> September</b>	-	<b>University-owned and managed rooms ready for occupation</b> 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.

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

- 4.1 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.
- 4.2 All new students are encouraged to disclose disabilities to the University and are invited to do so by the Disability and Dyslexia Service in liaison with the Head of Admissions using the secure online 'Disclosure of a condition' form accessed via the student's 'My application' portal on ChiView. The disclosure form allows students to indicate any special accommodation requirements they may have because of their condition. 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 and Dyslexia Service.
- 4.3 Students who request special accommodation because of their disclosed condition will be contacted by the appropriate Disability or Mental Health Adviser. The accommodation requirements will be assessed by the adviser and recommendations (including identifying which requirements are essential, which a priority and which are preferred) will be agreed with the student, who must then consent to share this information with the Accommodation Officer (Allocations). The requirements are documented and shared by means of a secure online form and SharePoint list. Access to the SharePoint list is granted on a need to know basis only.
- 4.4 The deadline for students applying for accommodation via the 'Disclosure of a condition' route is 30th April. It may not be possible to prioritise requests received after this date. All priority accommodation requests received this way will be allocated in August and notified to the student at the same time as notifications to students applying through the regular application process. Unsuccessful applicants may appeal to the Director of Student, Support and Information Systems in writing; appeals will be processed within one working week.
- 4.5 If a student is likely to need University-owned or managed accommodation beyond the first year of their course the Adviser will note this on the form and advise the Accommodation Officer (Allocations). All students requesting to continue in University residences after their first year must have their cases reviewed by the appropriate Disability or Mental Health Adviser in sufficient time for the request to be confirmed and submitted to the Accommodation Officer (Allocations) by the 30<sup>th</sup> April each year.
- 4.6 A student may be required to develop a Support Plan or Emergency Evacuation Plan with the appropriate Nurse Health Adviser or Disability Adviser and the Accommodation Office. The student will be required to fully co-operate with this process if it is deemed necessary.

## 5.0 Overseas Students

- 5.1 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.
- 5.2 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 is received by the Accommodation Office before the approved guarantee date. The deadline date for the application is **22<sup>nd</sup> June**; applications can be submitted via the accommodation portal between the **6<sup>th</sup> May – 22<sup>nd</sup> June**. Any applications received after this date will be considered but not guaranteed. If there are no rooms available after this date the student will be put onto a waiting list, irrespective of the fact that they are International Students. The Accommodation Officer (Allocations) 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.

## 6.0 First Year UK Students

- 6.1 Only full time, first year students, recognised by Admissions, and having firmly accepted 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 6 week period. The allocation process will open between **6<sup>th</sup> May – 22<sup>nd</sup> June** – the University reserves the right to amend these dates but will ensure all applicable students receive notice in good time. 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 is 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 between the beginning of September.
- 6.2 Students wishing to change their allocated accommodation can elect to go on a 'room move waiting' list for a different room type. There is no guarantee that another room offer will be made and it will not usually be possible to inform students of where they are the list.
- 6.3 A student rejecting an offer of a place in accommodation may only receive another room option subject to availability when offers have been made to all other unallocated students, approximately one week after clearing has been completed.
- 6.4 If a room on-campus becomes available, and is not required by students who are awaiting a room allocation or by those on the 'room move waiting list', an existing residential student may apply to move into the vacant room; a £50 administrative fee will be charged.



- 6.5 Undergraduate students who apply to the University via clearing may be offered a place in accommodation, subject to availability.
- 6.6 All full-time Foundation Degree Students should apply for accommodation following the same procedure as first year full-time undergraduate UK students.
- 6.7 Once accommodation has been allocated by the accommodation office (this will be at the end of August at the latest) the offer of accommodation must be accepted within 7 working days otherwise it will be assumed the student no longer requires their accommodation.
- 6.8 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).

## **7.0 Students Deferring their Studies**

- 7.1 Students deferring their studies will be given the opportunity to apply for accommodation between **Mid-April – 6<sup>th</sup> May**. A communication will be sent to those students in April 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 the **6<sup>th</sup> May – 22<sup>nd</sup> June**.

## **8.0 Exchange Students**

- 8.1 Accommodation for exchange students staying only one semester will only be guaranteed accommodation providing the supporting department agrees to underwrite the room fees for the year. An accommodation application should be received by the Accommodation Office from an exchange student before the appropriate guarantee date **22<sup>nd</sup> June**.
- 8.2 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.

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

- 9.1 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 a signed Residential Licence

Agreement. The Chichester Student must provide the Accommodation Office with 2 weeks' written notice of any intention to exchange.

## **10.0 Returning Students**

10.1 We are unable to offer returning students accommodation in halls but there is a good supply of accredited private sector accommodation

## **11.0 Accommodation Payment**

11.1 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.

## **12.0 Off-Campus Accommodation**

12.1 If the University is unable to offer university-owned or managed accommodation to any student, the Private Sector Housing Officer can help 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) - where you enter 'Chichester' in the search location then select 'University of Chichester'. You will require a password which can be obtained from the Accommodation Office by e-mailing [privatesector@chi.ac.uk](mailto:privatesector@chi.ac.uk).

## **13.0 Late Arrivals**

13.1 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.

## **14.0 Comments/Observations**

14.1 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:

[www.chi.ac.uk/accomm/documents/complaintsprocedure](http://www.chi.ac.uk/accomm/documents/complaintsprocedure)

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