



# **ACC DA I ■ ALL CA I ■ LICY** **A ■ D ■ CED E**

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

## Content

Introduction	page 1
1.0 Eligibility	page 2
2.0 Guarantee	page 3
3.0 Key Dates	page 3
4.0 Students with a disability or special housing need	page 5
5.0 Overseas Students	page 6
6.0 First Year UK Students	page 6
7.0 Students Deferring their Studies	page 7
8.0 Exchange Students	page 7
9.0 Placement Students/Students whose studies include a Placement	page 7
10.0 Returning Students	page 8
11.0 Accommodation Payment	page 8
12.0 Off-Campus Accommodation	page 8
13.0 Late Arrivals	page 8
14.0 Comments/Observations	page 8

**Introduction**

## **E b ty**

- 1.1 Please note that eligibility to apply is separate to the accommodation guarantee. Eligibility set outs those who can apply to live in University owned and managed accommodation. The accommodation guarantee details who, within an eligible group, are guaranteed accommodation.



## **Guarantees**

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

Apply by to the University by the UCAS deadline (25<sup>th</sup> January 2023)

Put the University as your firm choice

<p>23<sup>rd</sup> June</p>	<p>International Students</p>	<p>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 8<sup>th</sup> May – 23<sup>rd</sup> June</p>
<p>23<sup>rd</sup> June</p>	<p>Exchange Students</p>	<p>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 23<sup>rd</sup> June. Please see section 8.0 for further details.</p>
<p>23<sup>rd</sup> June</p>	<p>Carers</p>	<p>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 23<sup>rd</sup> June</p>
<p>23<sup>rd</sup> June</p>	<p>Post Graduate Students</p>	<p>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 23<sup>rd</sup> June. 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.</p>
<p>1<sup>st</sup> August – 31<sup>st</sup> August</p>	<p>University Applicants</p>	<p>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.</p>
<p>1<sup>st</sup> August – 31<sup>st</sup> August</p>	<p>.</p>	<p>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.</p>

## 4. Students with disabilities or special needs

- 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





- 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).

#### Students Deferring their Studies

- 7.1 Students deferring their studies will be given the opportunity to apply for accommodation between **1<sup>st</sup> Apr – 1<sup>st</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 **1<sup>st</sup> May – 1<sup>st</sup> June**.

#### 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? **1<sup>st</sup> June**

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

### 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

### 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.

### ? . Campus Accommodation

- ? 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 w c52