

## ACCOMMODATION ALLOCATION POLICY

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| <b>Owner:</b>                      | Director of Estates   |
| <b>Summary/Description:</b>        | This policy sets out the way in which University owned and partner owned accommodation is allocated.                                |
| <b>Scope:</b>                      | This policy applies to all applicants (including returning students) and existing students in accommodation.                        |
| <b>Related policies/documents:</b> | Licence to Occupy/Residence Contract Conditions, Accommodation Misconduct Procedure, Accommodation Rules                            |
| <b>Document Location :</b>         | University Website - Accommodation page – Documents, Forms and Policies   |
| <b>Document Control:</b>           | All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website |

### 1. Introduction

The University of Hull, in conjunction with its partner, provides approximately 2,300 units of on campus accommodation. Whilst we would love to accommodate all our students, demand may on occasion outweigh availability. With this in mind the aim of this policy is:

- To set out clearly our allocation policy to ensure a fair and transparent process which is free from discrimination.
- To integrate students of different culture where possible in order to enrich the student living experience, promoting inter-cultural understanding and learning as far as possible.
- To support the University's recruitment strategy and aid retention by providing a place in accommodation for all new full-time unaccompanied students who apply for accommodation by 1 October of the year of entry.

- Prioritise students with specific accommodation requirements subject to specific room availability and where applications for accommodation are supported by the University's Disability Services.

## 2. Accommodation Guarantee

The University makes a guarantee of accommodation to a number of groups of students on an annual basis, subject to **the Limitations**, an offer of accommodation will be guaranteed to an applicant who is;

- a) not currently registered as a student at the University but who has been made and firmly accepted an **unconditional** offer to study on a full-time undergraduate or postgraduate programme at the University and who has applied for accommodation by 1 October of the year of entry onto the programme and has fulfilled the conditions of their academic offer by 1 October of the year of entry.
- b) not currently registered as a student at the University but who has been made and firmly accepted (as first choice) a **conditional** offer to study on a full time undergraduate or postgraduate programme at the University and who has applied for accommodation by 1 October of the year of entry onto the programme and has fulfilled the conditions of their academic offer by 1 October of the year of entry.
- c) a returning student who has applied for accommodation within any specified timeframes detailed in the returning student's re-application process documentation

The University may extend the guarantee to other groups of students for example those who are part of a University exchange or placement programme as deemed appropriate on an annual basis to the limit of supply available and who have applied for accommodation by 1 October of the year of entry.

**The accommodation guarantee extends to university owned or partner accommodation and the University makes no guarantee that a particular type of room in a preferred location at a particular rent level will be available.**

## 3. Not covered by the Accommodation Guarantee

Applicants who have firmly accepted an offer and who have NOT applied for accommodation by 1 October of the year of entry. In such instances the university will make an offer of accommodation subject to the limit of supply available at time of application.

## 4. Those not eligible for accommodation

The University is unable to make an offer of accommodation in the following circumstances:

- Those who are not 17 years of age by the start of the residency period.

- Those with any unspent criminal convictions will be assessed by the University at point of application on a case by case basis. Further information can be found here <https://www.hull.ac.uk/choose-hull/study-at-hull/admissions/criminal-convictions-advice-to-applicants>
- Those previously found to have committed a Category C offence or repeated Category B offences (as outlined in the Accommodation Rules <https://www.hull.ac.uk/choose-hull/student-life/accommodation/docs/accommodation-rules.pdf>) under the Accommodation Misconduct Procedure (found here: <https://www.hull.ac.uk/choose-hull/student-life/accommodation/docs/accommodation-misconduct-procedure-v2-effective-from-01.09.18.pdf>)
- Those subject to an investigation under the Accommodation Misconduct Procedure in connection with a Category C offence (as outlined in the Accommodation Rules)
- Those previously evicted from University owned and University partnership accommodation
- Those who fail to meet UKBA requirements either prior to or during their course
- Those with children, or students accompanied by their family as student accommodation is designed for single occupancy. You can contact the accommodation hub for further advice and guidance.
- Part-time or non-registered students
- Co-habiting Couples - will need to source appropriate accommodation as University accommodation is designed for single occupancy.
- Those who have suspended their studies or withdrawn from the University
- Those with an outstanding accommodation licence fee debt

This is not an exhaustive list and the University reserves the right not to make an offer and/or to withdraw any offer of accommodation at any time should the student be deemed unsuitable even after the offer of accommodation has been made and accepted.

##### **5. Priority order of allocations/offers**

There are numerous factors which influence the priority of offers to rooms. As an example;

- Disabled students and those with declared, medically certified health problems, should complete the on-line questionnaire as part of the application process, which will then be assessed by the University's Student Wellbeing, Learning & Welfare Support Service. In some cases, supporting medical evidence may be requested.
- Students aged 17 years will be prioritised for room offers as they do not have opportunities to take out private rental contracts. Accommodation for students aged 17 years will only be available in accommodation with 24 hour staff cover. Requests to be accommodated in accommodation which does not benefit from 24-hour staff cover will be considered if accompanied with parental/ guardian approval.
- First year students eligible under the guarantee will receive a room offer once the student accepts Hull as their firm choice.

- Returning students eligible under the guarantee will receive a room offer when the application process opens.

All other students will receive an offer subject to availability at time of application.

## **6. Allocation Considerations**

We will continuously review all applications received and provide accommodation offers following the considerations set out below:

- Places are allocated equally between genders wherever possible. Some types of accommodation will have single-gender areas. Where possible students will be offered, subject to availability, their choice of room type/rental preference and location however there is no guarantee that any of these choices will be available at the time of application and/or offer.
- We endeavour to accommodate all applicants' preferences, however, on occasions we may be unable to fulfil them due to lack of availability of appropriate accommodation. Although we try to meet requests for mixed sex or single sex accommodation, it is not always possible for us to do so.
- An agreed proportion of rooms across the accommodation portfolio will be made available each year for use by returning students. Students will be given the opportunity of remaining in their existing room or applying for a different choice of accommodation to the limit of supply. Applications from individuals and friendship groups, from students already living in University accommodation and from those students currently living in the private sector who wish to transfer over to University accommodation are welcomed.
- The University may seek to restrict occupation of part of a building, flat or floor to a certain category of student, for example Postgraduate, under 18's, course specific needs e.g. Nursing students, male/female, international or domestic mix. Following the clearing process (mid-August), adjustments will be made following demand and availability.
- Where you inform us of any medical condition and/or disability, we shall make every effort to allocate a suitable room and/or make reasonable adjustment to a room. Such reasonable adjustment may be subject to an occupational health assessment, to ensure that the room/adjustment will meet your needs.
- If a student has started the transitioning process as one gender in single sex or mixed accommodation and needs to move to more suitable accommodation, we will always endeavour to offer a transfer to the preferred type of accommodation, availability permitting. If there is no suitable alternative, the University will consider releasing the student from the licence contract.

## **7. Making an Application**

The University adopts the principle student's select their preferred accommodation to the limit of supply and availability. The accommodation booking system is a "live" system and will show accommodation available at the time of application. If an applicant's preferred choice is not available an alternative option must be chosen. Applicants will then have the option to place themselves on a waiting list stipulating one additional preferred option only. If, the preferred option becomes available, is offered and then rejected by the applicant, the applicant's request will be removed from the waiting list.

Applicants must accept their room offer within the given deadline, to avoid the offer being withdrawn. As deadlines can change throughout the summer, applicants must check their emails and junk folders regularly.

### **8. Accommodation Transfers.**

You may request an accommodation transfer **after 3 weeks** of being a resident. There is no guarantee we can organise a transfer or facilitate a room swap with another resident. Students will be advised of how and when to apply prior to the application opening date. Upon transferring to alternative accommodation, you will be liable to pay the licence fee associated with the new room from the date of occupation and licence fees for the former room must be paid up to date, prior to the transfer taking place.

A charge of £25 will be applied for any room swaps within Westfield Court, Taylor Court or the Courtyard to cover additional cleaning costs.

The University may transfer you to a different room in the following circumstances:

- In the event of operational efficiencies or, if the Room/Building becomes uninhabitable
- If other circumstances in the reasonable opinion of the University require your transfer (such circumstances include breakdown of relationships, anti-social behaviour, breaches of your obligations under the licence agreement or accommodation rules)
- If you are a student without a mobility disability, occupying a mobility adapted room and a student with a mobility disability needs use of the room. In this event you will be moved to a room of an equivalent or enhanced standard, where the licence fee associated with the new room is higher than the former room, the University will subsidise the difference.

Where you inform us of any medical condition and/or disability we shall make reasonable adjustment to the room. Where this is not possible every effort will be made to transfer you to a suitable alternative room. Such reasonable adjustment/room transfer may be subject to occupational health assessment, to ensure that the adjustment/transfer will meet your needs.

For any enquiries or further information please contact:

The Accommodation Hub  
Westfield Court  
T: 01482 466042 E: rooms@hull.ac.uk

Review Date: July 2021