

Accommodation Management Policy

1. Introduction

- 1.1 This policy sets out a framework for the overall management of university owned and managed accommodation. This includes the allocation of rooms, transfer within the accommodation portfolio and early termination of agreements. It ensures fairness, transparency and consistency while supporting students and protecting university resources
- 1.2 This policy applies to all full-time students applying for or residing in university owned or managed accommodation. The allocation section of the policy additionally applies to students opting to live in approved partner provider accommodation.
- 1.3 This policy operates alongside the Accommodation Terms and Conditions, Admissions Policy, Student Code of Conduct, Equality, Diversity and Human Rights Policy statement, Trans Inclusive Framework and relevant housing legislation.
- 1.4 Documents outlining associated processes can be obtained by contacting the Accommodation Team.

2. Definitions

- 2.1 Accommodation Agreement: the legally binding contract between the student and the university also referred to as a License to Occupy
- 2.2 Period of Residence: The fixed contractual period stated in the Accommodation Agreement
- 2.3 Early Departure: A request to terminate the Accommodation Agreement before the end of the Period of Residence
- 2.4 Room Move: An approved transfer from one allocated room to another within university accommodation
- 2.5 Exceptional Circumstances: Serious, evidenced situations significantly impacting a student's ability to remain in accommodation
- 2.6 Immediate Family: Parent, guardian, sibling, spouse, partner or child

3. Roles & Responsibilities

- 3.1 Policy approved by Executive Board

3.2 Policy Owner: Head of Campus and Residential Services

3.3 Day to day responsibility: Student Accommodation Manager

4. Key Contacts

4.1 Head of Campus and Residential Services – Sue Waller – s.waller@yorks.ac.uk

4.2 Student Accommodation Manager – Simon Corner – s.corner@yorks.ac.uk

4.3 Accommodation Team – accommodation@yorks.ac.uk

5. Accommodation Allocation

5.1 Allocation Criteria

- Applications can be submitted by any fulltime student at the university but priority is given to new undergraduate applicants in their first year of study, including those on Foundation courses provided that they make York St John their firm choice via their UCAS application.
- Applicants with an insurance offer are eligible to apply but will not be allocated a room until they have firmly accepted an offer.
- Accommodation is guaranteed to new undergraduate applicants making York St John their firm choice, on the condition that published deadlines for application and acceptance of offers are met.
- The accommodation guarantee includes rooms at approved partner providers, as well as university owned or managed properties.
- A proportion of rooms are set aside each year for both returning students and commuting students. The number of rooms may vary depending on predicted numbers of new students.

5.2 Allocation Process

- The process is managed by the university Accommodation Team and informed by student recruitment data, student application forms and advice from the Disability and Inclusion Team.
- Specific dates are publicised each year on the university website. Applications received after the deadline will be processed as soon as possible but will not be guaranteed.
- Applicants are deemed to have agreed with their information being shared with partner providers if this is the preference they have indicated. Should this be the only room option available at the point of allocation and partner providers had not previously been selected as a preference, students would be contacted before their data was shared.
- Applications will be processed in date order based on the date of application combined with the date that York St John was made the firm choice of university.
- The accommodation offer must be accepted and the advance rent payment made by the date specified in the offer letter. Failure to do so will result in the offer being withdrawn.
- Should an applicant not take up their university place, then the accommodation

payment will be refunded.

5.3 Accommodation Preferences

- Every effort will be made to place students according to their preferences but high demand for certain types of accommodation and / or locations means that this cannot be guaranteed.

5.4 Students with a disability or health condition

- The university will prioritise allocating students with a disability or long-term health condition to suitable accommodation where possible. This is subject to room type availability at the date the accommodation application was made and dependent all relevant information having been provided.
- All information provided will be treated as confidential in line with data protection regulations.
- Students requiring a live-in-carer must inform the Accommodation Team at the point of application. It is the responsibility of the student to plan to meet any care needs.
- Where necessary, the provision of an accessible room will take precedence over the applicants' preferred site.
- Students who may incur additional costs for their accommodation as a direct result of a disability may be eligible for a subsidy towards these costs.
- The subsidy will be calculated annually and credited to the student's account in line with the rent instalment payments. The subsidy will be equivalent to the required room and comparable rooms without the required facilities.
- Private providers with whom the university has a nominations agreement are not covered by this subsidy unless the university is unable to provide suitable accommodation within its own properties. In this instance, the subsidy would be based on a similar room within our halls of residence.

5.5 Care Leavers

Accommodation is guaranteed for young people who have been in the care of a local authority within three years preceding the application. Support offered includes year-round accommodation if required upon student request. Requests must be made in advance of each academic year.

5.6 Trans Students

An individual's gender identity will be taken into consideration when they are allocated a room. The Accommodation Team will liaise with the individual and take a flexible approach to ensure that everyone is comfortable with their allocated housing.

5.7 Returning Students

It is the University's aim to enable students to move into independent housing wherever possible. Therefore, a very limited number of rooms are available for returning students.

Other than individuals requiring adapted rooms, all eligible students will be allocated a space in University Managed Housing.

The following groups of students are eligible to apply:

- Students requiring a physically adapted room that cannot be accessed in the private sector
- Students with a visual impairment (with or without an assistance dog)
- Students with a registered disability who do not have appropriate support in place to assist in securing housing in the private sector
- Care leavers and Estranged students who are unable to obtain a guarantor in order to live in private sector accommodation
- Students from a low-income household who are unable to obtain a guarantor.

All students may be requested to provide medical or other evidence to support their request.

6. Room Moves

- 6.1 It is acknowledged that students may be unhappy with their allocated room for a variety of reasons. However, unless there are exceptional circumstances, the room move process does not commence until mid-October.
- 6.2 Room moves are considered on a case-by-case basis and are dependent on room availability.
- 6.3 Students are expected to explore alternative options such as well-being support, financial advice or to report maintenance issues before requesting a room move.
- 6.4 A £50 administration fee is payable at the time of the move.
- 6.5 Rent payments will be adjusted if moving to a differently priced room.

7. Early Departure

- 7.1 In accordance with the Accommodation Terms and Conditions, the right to terminate a tenancy before the end of the period of residence, is determined by whether an individual will remain as a full-time student.
- 7.2 Any individual ceasing to be a full-time student cannot remain in university accommodation and will be required to vacate the room within 7 days of the Accommodation team receiving notification of withdrawal, termination or suspension by our Student Records Team.
- 7.3 Individuals will remain liable for rent until the end of the 7-day period (or later if keys are not returned by this date). If accommodation fees have already been paid beyond this date, a proportional refund will be issued.
- 7.4 If an individual is appealing the university's decision to withdraw or suspend them from their studies, they are still required to vacate their room. If the appeal is upheld, they will be permitted to return to university accommodation, but this may not be to the same room.
- 7.5 Students who are continuing with their studies but wish to leave their accommodation before the end of the period of residence will only be released from their agreement under exceptional circumstances. Alternatives such as wellbeing support or a room move must have been considered before requesting an early departure.

7.6 If the departure is approved, individuals remain liable for rent for 30 days irrespective of whether they return their keys before the end of this period. If accommodation fees have already been paid beyond this date, a proportional refund will be issued.

Appendix 1: Related Documents

Accommodation Terms and Conditions

Admissions Policy

Student Behaviour and Disciplinary Policy

Trans and Gender Diverse Equality Policy Statement

Version Control Statement

Version Reference	1.1
Responsible Department	Campus and Residential Services
Equality Impact Assessment	
Approved By	Executive Board
Effective Date	31 March 2026
Next Review Date	31 January 2027