

## **Allocation Policy for Student Accommodation**

### **2019-2020**

#### **1. Introduction**

- 1.1 This policy relates to the allocation of rooms in York St John University owned or managed accommodation.
- 1.2 The allocation process is conducted in line with the University's Equality, Diversity and Human Rights Policy statement and aims to allocate University accommodation in a fair and transparent way. Every reasonable effort is made to accommodate students with specific needs, where this is consistent with the aim of the policy and where the University has been made aware of this requirement.

#### **2. Allocation Criteria**

- 2.1 Applications are welcomed from prospective full time applicants and full time students registered with York St John University.
- 2.2 Priority is given to new first year applicants provided that they make York St John their firm choice via their UCAS application.
- 2.3 Applicants with an insurance offer are eligible to apply but will not be allocated a room until they have firmly accepted an offer.
- 2.4 Accommodation is guaranteed to new undergraduate applicants making York St John their firm choice, on the condition that the deadlines outlined below for application and acceptance of offers are met: This includes applicants who are applying for a course with a foundation year
- 2.5 A proportion of rooms are set aside each year for returning students. The number of rooms may vary each year depending on predicted numbers for new students.

#### **3. Allocation Process**

- 3.1 The process is managed by the University Accommodation Team and informed by student recruitment data, student application forms, and advice from Disability Services and the International team.
- 3.2 Online applications will open on Monday 4 February and close on Sunday 14 July 2019. Applications received after the deadline will not be considered until after the release of A level results in mid-August.
- 3.3 From Monday 15 July, accommodation offers will be sent out to all those with York St John as their firm choice. This offer must be accepted, and the payment of the £200 non-refundable deposit received, by Sunday 28 July 2019. Failure to do so will result in the offer being withdrawn.
- 3.4 Applications will not be reprocessed until after A level results day in mid-August.

- 3.5 Should an applicant fail to meet the grades required by the University and therefore be unable to take up their University place, the accommodation deposit would be refunded.
- 3.6 Applications from those holding an insurance offer will be considered on the basis of the date by which students firmly accept an offer from York St John University, and the date on which their accommodation application is received.
- 3.7 Applicants coming through the Clearing system will be invited to apply for accommodation once they have accepted a firm offer with the University. A room may not be available in University accommodation, and should this be the case, advice and support will be provided regarding finding accommodation in the private sector.

#### **4. Accommodation Preferences**

- 4.1 Every effort is 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.
- 4.2 Each year a proportion of flats are allocated as 'quiet', 'single sex', or 'alcohol free' and these preferences can be indicated on the application form. However it is not possible to guarantee that a request for this type of accommodation can be met. It is the University's aim to create residences which are home to students of diverse backgrounds, and any requests to be housed in a certain way will be considered in light of the University's Equality, Diversity and Human Rights Policy statement.

#### **5. Students with a disability or health condition**

- 5.1 The University recognises that disabled students, including students with health conditions, may have housing needs which, if not met, would restrict their ability to attend University and take a full part in student life and or would compromise the students' wellbeing.
- 5.2 Applicants must make the University aware of their needs at the point of application.
- 5.3 The University will work with applicants to assess their needs and make all reasonable adjustments to ensure that they can access appropriate accommodation

#### **6. Care Leavers**

- 6.1 York St John University guarantees accommodation for young people who have been in the care of a Local Authority within the three years preceding application. Support offered includes year round accommodation if required.

#### **7. Trans students**

- 7.1 An individual's gender identity will be taken into consideration when they are allocated accommodation. The University will liaise with individuals and take a flexible approach to ensure that everyone is comfortable with their allocated accommodation. The Trans Inclusive Framework provides more information about the support on offer.

#### **8. Accommodation for Under 18s**

- 8.1 The University will occasionally admit students under the age of 18 years on to its programmes and accommodation should be applied for in the normal way. Further details of the provision of support for those students can be found in the Under 18s Policy – Students in Accommodation.

## **9. Returning Students**

- 9.1 It is the University's aim to enable all returning students to move into independent accommodation wherever possible. Therefore a very limited amount of accommodation is available for returning students.
- 9.2 Other than individuals requiring adapted rooms, all eligible students will be allocated a space in a University Managed House.
- 9.3 Students will be invited to express an interest in remaining in University accommodation during their second or third year by no later than 31<sup>st</sup> January of the preceding academic year.
- 9.4 The following groups of students are eligible to apply:
  - a) Students requiring a physically adapted room that cannot be accessed in the private sector
  - b) Students with visual impairment (with or without an assistance dog)
  - c) Students on the autism spectrum who cannot be provided with appropriate support to live in accommodation other than that provided by the University.
  - d) Care leavers and estranged students who are unable to obtain a guarantor in order to live in private accommodation.
- 9.5 All students will be required to provide medical or other evidence which supports this request.
- 9.6 All requests will be considered by a panel comprising of representatives from Accommodation Services, Disability Services, Wellbeing Team and Students' Union.
- 9.7 Students with extenuating circumstances who do not meet the eligibility criteria listed above will be considered on a case by case basis
- 9.8 Students will be notified of the outcome by no later than mid-February.
- 9.9 Unsuccessful applicants will be offered additional support and guidance where required in order to enable them to secure appropriate housing.

### **Links to other policies**

[Equality and Human Rights Policy Statement](#)

[Trans Inclusive Framework](#)

[Admission of Students under the Age of 18](#)