

Accommodation Policy - UPP: 2024/25 entry

UPP, its staff, and agents shall adhere to this policy in full.

Accommodation Policy means the policy by which the University has determined which Students shall be offered accommodation, which students shall be guaranteed accommodation and the hierarchy of offers.

This policy may be subject to change by the University. Any changes will be notified to UPP in writing.

The University will endeavor, but is not bound, to take into consideration any comments regarding the policy communicated by UPP.

Conditions and restrictions - Offers of Accommodation

1. Accommodation in a Hall of Residence may be offered to any currently enrolled student or a student who has applied and been accepted to the University for a full-time programme of study at the University.
2. Accommodation in a Hall of Residence may be offered to any **Guest of the University** as specifically instructed by the Accommodation Contract Management Office.

Offers of accommodation shall **not** be made to those categories of students more explicitly set out under the paragraph entitled 'The **Limitations**' unless advised in writing by the Accommodation Contract Management Office.

Accommodation Guarantees

Subject to any Limitations an offer of single occupancy accommodation in a Hall of Residence **must be** guaranteed to an applicant who is;

1. not currently registered as a student at the University but who has been made an **Unconditional** offer to study on a full-time undergraduate or postgraduate programme at the University which the applicant has firmly accepted and who has applied for accommodation by 1 August 2024 onto the programme.
2. not currently registered as a student at the University but who has been made a **Conditional** offer to study on a full time undergraduate or postgraduate programme at the University which they have firmly accepted and who has applied for accommodation by 1 August 2024 onto the programme and has fulfilled the conditions of that offer by 4 September.
3. Any other specific group or groups that the University wish to guarantee accommodation to as part of the annual recruitment strategy which will be communicated to UPP in writing. This includes a number of places for clearing applicants and held nomination categories.
4. Where a student requires support from a medical or support assistant an offer of accommodation **must be guaranteed** to such helper/s for the period equivalent to the period of residence of the student. The requirement for such helpers will be approved by the Disability Advisory Service. Any requirements will be communicated to UPP in writing from the Accommodation Contract Management Office.

Priority List

The University shall determine and communicate via a list (**the "Priority List"**) the priority by which offers of accommodation should be made to applicants once offers have been made to those for whom Accommodation Guarantees apply. The Priority List shall be communicated to UPP by the Accommodation Contract Management Office or delegated authority of the same.

NB: The Priority List is an internal document which is not to be communicated to external parties under any circumstances.

Restrictions

The University from time to time may request that certain applicants are only offered certain types of accommodation. Where this is the case the University will notify UPP in writing.

Returner Rooms

UPP will not breach the fixed percentage of numbers of rooms available to offer to returning students unless agreed in writing by the Accommodation Contract Management Office.

Where a returning student leaves a Hall of Residence during the academic year, the room should be offered to any student in order to fill the void unless the room falls in an area previously agreed between the parties as being subject to a Constraint.

Constraints

The University may seek to restrict occupation in a Hall of Residence (or part thereof) to a certain category of Student, for example, postgraduates, single gender (**a Constraint**). Any Constraints which the University wishes to implement will be communicated to the Contractor in writing via the Annual Instruction.

Any constraints must be agreed annually between the parties and written into the Allocation Policy. The Allocation Policy is to be agreed in accordance with the Marketing and Allocation timeline as set out in the Project Agreement Schedules.

Any such Constraint/s must be advertised to applicants in all relevant literature and electronic information prior to any application being made, such literature and electronic information shall be subject to the prior written approval of the Accommodation Contract Management Office.

Special Requests

All special requests made by applicants have to be reasonable and linked to a specific requirement. Where an applicant, to whom an offer of accommodation has been made, requests for the student accommodation to have special equipment, facilities or be in a particular location, for example not on the ground floor or a small fridge for medicine storage, the student shall be accommodated as far as reasonably practicable so long as the request does not require exceptional expenditure.

Where a special request would require expenditure in order to be accommodated, the Contractor operating the Halls shall first ensure they meet any and all legal obligations which such requests raise and endeavour to meet any other request provided it is reasonable.

Where a special request (regardless of expenditure) is granted, no additional rent is chargeable to the student over and above the usual rent for the accommodation.

Lease Lengths

UPP shall not exceed the agreed percentage more explicitly described in the Annual Instruction for lease lengths exceeding the Standard Letting Period without first having received written confirmation from the Accommodation Contract Management Office.

The Limitations

i. Students deemed unsuitable for admission into a Hall of Residence.

The University Representative shall notify UPP of those students who shall not be made an offer of accommodation in a Halls of Residence. Examples of students who might be deemed as unsuitable include those with an outstanding debt to the University, those with certain criminal convictions and students with an unsatisfactory disciplinary record.

UPP shall not be held accountable for offering accommodation to those students deemed by the

University as unsuitable if they have not been notified of such.

The University reserves the right to request that offers of accommodation are withdrawn at any time (even where the offer has been accepted) should the student be deemed unsuitable.

Adherence to the Student Residence Agreement

UPP, their agents and Staff agree not to do, or omit to do, anything which breaches the terms and conditions of the Student Residence Agreement at any time. A breach of the terms of the Students Residence Agreement shall constitute a breach of the Accommodation policy and will attract the relevant fine as determined in Schedule 20 of the Project Agreement.