

UNIVERSITY ACCOMMODATION POLICY 2017/18

Brunel University London:

- Operates a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, age, gender or disability.
- Each year sets aside a number of rooms for returning students for the following session. The number of rooms set aside may vary each year depending on University target figures for new students. These rooms are allocated in accordance with guidelines to returning students who apply and pay the booking fee by the deadline date, usually in January each year. Students who apply will be considered for allocation in order of policy priority and will be provisionally allocated before the end of session.
- If the demand from returning students for accommodation is greater than the supply of rooms, students who apply and pay the booking fee by the deadline date will be entered into a ballot for a place in halls in order of policy priority.
- Thereafter returning students who apply and pay the booking fee by the deadline date, but are unsuccessful in the ballot, may remain on the waiting list and will be prioritised for cancellations or for extra room availability should recruitment of new student targets not be reached in September.

The order of priority for the allocation of rooms in the residences is as follows:

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| Priority 1. | Students with disabilities (see Brunel University London Medical Policy); |
| Priority 2. | Undergraduate students (including Clearing and Adjustment students) in their first year of registration in full-time study and full-time postgraduate, research, Sport Scholar and Care Leaver students who apply by the deadline date; |
| Priority 3. | Undergraduate full-time final year students on sandwich courses; |
| Priority 4. | Undergraduate full-time final year students on non-sandwich courses; |
| Priority 5. | Undergraduate full-time year three; |
| Priority 6. | Undergraduate full-time year two including students on a thin sandwich placement; |
| Priority 7. | Any other student. |

NOTE: To help the Students Union Executive do their jobs more effectively, sabbatical officers are eligible to be allocated campus accommodation.

To assist the Residences Management Team in providing out of office hours support to students living in Residences, Student Mentors who are willing to live on campus as a desirable requirement of their role are eligible to be allocated campus accommodation; students elected to Hall Committees will be required to live on campus in the Hall they have been elected to.

PRIORITY 1

See the Brunel University London Medical Policy.

PRIORITY 2

UNDERGRADUATES (including Clearing and Adjustment)

The University is able to offer campus accommodation to full-time new undergraduates year one including students under 18 years of age (see separate Under 18's Policy for Resident Students) and clearing/adjustment students, may apply for campus accommodation.

This will include:

- Students on a foundation programme (the foundation year will be considered to be the first year of entry to the University);
- Direct entry into level two and level three;
- Students studying with LBIC (the first LBIC year will be considered to be the first year of entry to the University);
- Exchange students (e.g. Erasmus and Socrates), who come in blocks of not less than one term, are entitled to accommodation on the same basis as other students coming to the University for the first time.

Accommodation is guaranteed for full-time new undergraduate (September entry only) students who hold an unconditional firm course offer and have applied for a campus room online no later than **31 August 2017**.

Late applications or course entry dates other than the start of the session will only be considered subject to availability.

POSTGRADUATES (PGT & PGCERT) AND RESEARCHERS (PGR)

First year

New first year postgraduate and research students in full-time study whose course entry is at the start of the session, may apply for campus accommodation.

Accommodation is guaranteed for new full-time first year postgraduate and research students (September entry only) students who hold an unconditional firm course offer and have applied for a campus room online no later than **31 August 2017**.

Late applications or course entry dates other than the start of the session will only be considered subject to availability.

Second and Third Year Researchers

Full-time research students commencing their second or third year of study paying full-time fees and applying by 31 January 2017 will be offered accommodation (please refer to priority 6 for part-time and students going into continuation information). This also includes students who are entering year two studying full-time on a two year postgraduate course.

Care Leavers and Sports Scholars

Full-time students entering the University via the Care Leaver route and those who successfully gain a sport scholarship, commencing their second or third year of study, paying full-time fees who have applied by 31 January 2017 will be offered accommodation subject to accommodation contract terms and conditions.

PRIORITY 3

FINAL YEAR UNDERGRADUATES – SANDWICH COURSE

- Final year sandwich undergraduate students will be considered for accommodation after other priority groups.
- Students on an extended five year M.Eng course can apply for accommodation in the same order of priority as final year sandwich students.
- Students on a four year M.Eng course can apply for accommodation in the same order of priority as a non-sandwich final year student.
- During the returner application process third year sandwich undergraduate returners will be treated as the same priority level as third year final undergraduates (see 'Additional Information' for further details on cancelling due to placement).

PRIORITY 4

FINAL YEAR UNDERGRADUATES –NON-SANDWICH COURSE

- Final year non-sandwich undergraduate students will be considered after final year sandwich course students have been allocated.

PRIORITY 5

THIRD YEAR STUDENTS

Including:

- Full time third year undergraduate students on a four or five year course

PRIORITY 6

SECOND YEAR STUDENTS

Second year full time undergraduate students including those on a thin sandwich placement are usually expected to live off campus, but depending on demand may be able to apply for campus accommodation. The Accommodation Centre will notify second year students in December/January if this may be possible. However, you may place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation or consider booking an off campus property through the Brunel Student Lettings Team.

Priority 6 also includes:

- Undergraduate students entering year one who have completed a foundation year will be considered for campus accommodation subject to availability but if you want to secure accommodation early you should contact the Brunel Student Lettings Team for information on local housing. You may wish to place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation.

- Undergraduate and postgraduate students who are part-time or who have exceeded the normal duration of their course are considered to be lower priority. However you may wish to place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation.
- Research students paying continuation fees for part or all of the academic year will be considered low priority. However you may wish to place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation.
- Undergraduate students repeating year one will be regarded as second year students and will not be offered accommodation as a priority. However you may wish to place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation.
- Diploma and certificate LBIC students transferring to or from Brunel Courses will be regarded as second year students and will be considered for campus accommodation subject to availability. However you may wish to place your details on a waiting list and if demand from higher priority groups is met you will be considered for campus accommodation.

PRIORITY 7

Any other students not listed above.

STAFF AND VISITING ACADEMICS

Staff and visiting academics will be given low priority and may only apply during Summer Vacation for student campus accommodation.

STUDIO FLATS FOR CO-HABITING COUPLES

To be eligible to apply for a studio flat you are required to be:

- An enrolled full-time, full-fee paying student for the entire session. The Accommodation Centre may request evidence of your status from the Student Centre.
- In a long-term stable relationship. Co-habiting couples, irrespective of sexual orientation, may apply for this accommodation provided they are in a long-term and stable relationship. Supporting evidence of relationship must accompany all applications for studio flat accommodation. This should be a marriage/civil partnership certificate or a Supporting Evidence of Relationship form completed by a professional person such as a doctor, landlord or your department/school. If this document is written in your home language you will be required to provide a written translation alongside a copy of the original document. An email from your partner will also be required to confirm they are aware that their details have been placed on the Studio Flat application.

PRIORITY

Priority is given to first year full-time postgraduate students and full-time, full-fee paying research students, followed by fourth year final year undergraduate and third year undergraduate students. Other returning undergraduate students are also invited to apply however offers of accommodation are subject to availability.

When both partners are registered students of this University, each may qualify for occupancy of a studio flat in their own right.

ADDITIONAL INFORMATION

- There is no family accommodation available. Students seeking to live on campus with children/dependants cannot be offered studio flats.
- A student and/or their partner who is pregnant at the start of the Licence Agreement are advised to seek off campus housing as studio flats are not suitable for children. If you have to move off campus as a result of changes to your circumstances there may be financial implications to consider.
- Couples are required to jointly collect the keys and sign for their studio flat at the same time.*
- A limited release of provisional studio flat allocations will be sent to those returning undergraduate students who complete the application process by Tuesday 31 January 2017.

*If you anticipate you are not able to comply with this requirement (e.g. because of a delay with your visa) you must notify the Accommodation Centre in advance. A period of grace (seven days) will be permitted for your partner to join you.

Thereafter if there are further delays, you will be requested to vacate the studio flat and either move to a single room on campus or move to off campus housing. If you choose to move to off campus housing Regulation 7.4 and 7.5 will apply.

CRIMINAL CONVICTIONS

The University requires individuals as a condition of their application for accommodation to disclose any relevant criminal convictions and related information for the tenant and their partner (for studio flats) as described in the University Disclosure Policy. For further information on the University's Policy for acceptance of ex-offenders, see www.brunel.ac.uk/study/admissions/policy. Applicants and their partners are not required to disclose convictions or cautions that are "spent" under the Rehabilitation of Offenders Act 1974 (as amended). See regulation 3 for more details.

ADDITIONAL INFORMATION

MATURE STUDENTS

Mature students joining the University will be allocated in accordance with the University Accommodation Policy. Where possible the Accommodation Centre will try and place mature students together subject to availability. Students who are 21 and above we will automatically try and place you with similar age range. However please be advised this cannot be guaranteed and is subject to availability.

JANUARY INTAKE

Students returning to the University in January may place their details on a waiting list for accommodation. If demand from priority groups is met students will be considered for accommodation in accordance with policy priority

PLACEMENT STUDENTS

Third year undergraduate students hoping to be accepted on a University recognised work placement who have received a provisional allocation or room offer but subsequently accept a placement will normally have the room allocation cancelled. Students are expected to live off campus during the placement period and provided the Accommodation Centre is notified by 1 September 2017 you will receive a full refund of the booking fee. If you secure a placement in the local area the Accommodation Centre will consider an application to live on campus during the period of your placement. However this is subject to availability. Students who secure a placement after the Licence Agreement has started are permitted to remain in campus accommodation for the placement year.

If the placement student ends the Licence Agreement early to take up a placement after the contract has started, please refer to regulation 7.7. The Accommodation Centre will seek verification from the Placement Office of the placement commencement date.

NOTE: If demand for campus accommodation exceeds supply and we are unable to accommodate you on campus you may wish to place your details on a waiting list. If demand from higher priority groups is met you will be considered for accommodation in accordance with policy priority.

FURTHER NOTES

- The distance of your home from the campus does not affect your chances of getting accommodation.
- The University reserves the right to withdraw any offer of accommodation if a student's year group (and thereby the priority status) changes as a result of having to repeat a year.
- The following factors are not normally taken into account when allocating campus accommodation:
 - Being an officer of a club or society;
 - Financial assets or means;
 - Work placement locations;
 - Home address;
 - Home or overseas fee paying status;
 - Gender;
 - Religion;
 - Domestic circumstances.
- In all cases we will try to allocate students their preferred accommodation but any preferences (e.g. specific hall, single gender flat) are not guaranteed and upon alternative room offer no notification will be given.