



# **ACCOMMODATION ALLOCATION POLICY** **AND PROCEDURE**

Allocation Policy and Procedures of University owned and managed accommodation to students.

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## Guarantee

- 2.1 The accommodation guarantee applies to those students who meet the following criteria:

Apply by to the University by the UCAS deadline (31<sup>st</sup> January 2024)

Put the University as your firm choice

Be in your first year of undergraduate study

Be studying full time

## Key Dates

Below is a list of all the important key dates that students will need to be aware of when applying for University-owned and managed accommodation.

Date	Applicant	Key Information
<b>Mid Apr – 1<sup>st</sup> May</b>	<b>Applicants with a deferred place for 2022 entry</b>	Any student with a deferred offer to study for the 2022 entry will be offered the opportunity to apply for accommodation between <b>Mid Apr – 1<sup>st</sup> May</b> . Every eligible applicant will be e-mailed information on how to apply at the beginning of <b>Apr 1<sup>st</sup></b> . Please note this arrangement is for one year only.
<b>1<sup>st</sup> Apr</b>	<b>Students with a disability or special housing need</b>	Any Student with a disability or special housing need will have to apply for University-owned accommodation through the disability and Academic Skills Coordinator by <b>1<sup>st</sup> Apr</b> to be guaranteed a room. Please note this is subject to an assessment and evidence may need to be provided. Please see section 4.0 for further details.
<b>1<sup>st</sup> May – 3<sup>rd</sup> June</b>	<b>Under 18's</b>	Under 18 students who meet the academic entry standards will be allocated priority accommodation providing they follow the approved application procedure for the applicable category of student. For further information please see the Under 18's policy on our website <a href="http://www.chi.ac.uk/accom">www.chi.ac.uk/accom</a>
<b>1<sup>st</sup> May – 3<sup>rd</sup> June</b>	<b>First Year UK students</b>	The Accommodation Office opens for applications for University-owned or managed accommodation to all first year, full time, UK based students that have made University of Chichester their first choice. (If the system crashes, emails will be accepted and should be sent to <a href="mailto:allocations@chi.ac.uk">allocations@chi.ac.uk</a> ). Please see section 6.0 for further details.
<b>3<sup>rd</sup> June</b>	<b>International students</b>	This is the deadline for all International Students to apply for University-owned and Managed

accommodation. You will need to make sure you

**Students with a disability or specific learning need**

- 4.1 Students with disabilities and medical conditions that necessitate them (and any related carers) living in University-owned or managed residences for the period of their study or for a minimum of one year will be accommodated, assuming any required adjustment to the building/room/service is reasonable.
- 4.2 All new students are encouraged to disclose disabilities to the University and are invited to do so by the Disability and Dyslexia Service in liaison with the Head of Admissions using the secure online 'Disclosure of a condition' form accessed via the student's 'My application' portal on ChiView. The disclosure form allows students to

## **Overseas students**

- 5.1 For the purpose of the Accommodation Allocation Policy, International Students are classified as students whose primary home address is not in England, Scotland, Wales or Northern Ireland.
- 5.2 All full time, new entrant international students, having accepted an offer to study for a year or more at the University will be allocated University-owned accommodation, providing the application is received by the Accommodation Office before the approved guarantee date. The deadline date for the application is 23<sup>rd</sup> June; applications can be submitted via the accommodation portal between the 7<sup>th</sup> May – 23<sup>rd</sup> June. Any applications received after this date will be considered but not guaranteed. If there are no rooms available after 23<sup>rd</sup> June the student will be put onto a waiting list, irrespective of the fact that they are International Students. The



- 6.5 Undergraduate students who apply to the University via clearing may be offered a place in accommodation, subject to availability.
- 6.6 All full-time Foundation Degree Students should apply for accommodation following the same procedure as first year full-time undergraduate UK students.
- 6.7 Once accommodation has been allocated by the accommodation office (this will be at the end of August at the latest) the offer of accommodation must be accepted within

Agreement. The Chichester Student must provide the Accommodation Office with 2 weeks' written notice of any intention to exchange.

**Returning students**

10.1 We are unable to offer returning students accommodation in halls b