

Halls of Residence Allocation Policy

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Approved by	Executive Committee
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This Procedure is available in accessible formats on request from the Accommodation team. Please contact: accommodation@lsbu.ac.uk

1. Introduction

- 1.1 This policy confirms the guidelines used to allocate rooms in London South Bank University (LSBU) Residences and provides a clear set of principles to ensure a fair and transparent process for allocating rooms.
- 1.2 LSBU aims to prioritise an offer of a room to full time continuing students who are returning to study at LSBU in the first instance and then to first year full time students joining at the September Entry, with an unconditional offer who have firmly accepted through UCAS application process.
- 1.3 LSBU do not allocate on 'first come first served' but allocate on the priority order identified in section 2 of this Policy.
- 1.4 This policy refers only to the allocation of rooms in the premises owned and managed by the LSBU Accommodation Services.
- 1.5 The University operates a fair allocation policy that does not discriminate on grounds of age, disability, sex, gender reassignment, marriage and civil partnership, race, religion or belief, sexual orientation.
- 1.6 LSBU manages a portfolio of 1338 bed spaces spread across 3 locations all within a mile of the University campus. Details can be found on the web site:

<https://www.lsbu.ac.uk/student-life/accommodation>
- 1.7 Applications for accommodation are made on line and the eligibility criteria is published in advance of the application process commencing.
- 1.8 The Allocation Policy is reviewed annually to ensure that it reflects current University Strategic Aims and Objectives and takes into account the requirements of the student body, following consultation. It may be subject to change, which will be publicised on the accommodation portal
- 1.9 The application process will open on 29 March 2023 for all continuing students and first year students with an unconditional offer who have firmly accepted through UCAS application process to apply. Any International Student who do not apply through UCAS will be included once their status is known.
- 1.10 The Licence Agreement for the Halls of Residence will be offered for 36 weeks at McLaren House and 36/48 weeks at David Bomberg and Dante Road.
- 1.12 No rooms will be reserved for clearing or for insurance choices but, at the time of clearing, the number of unallocated rooms will be published and made available.

- 1.13 No rooms will be reserved for Exchange students but in exceptional circumstances, if rooms remain unallocated and are available, they will be offered.
- 1.14 Students enrolled on part-time courses will not be eligible for accommodation.
- 1.15 The process will maintain a rolling programme of accepting applications and offers through to arrivals.

2 Priorities for allocation to University Accommodation

Allocation of rooms will commence on receipt of the applications once eligibility has been verified **all rooms will be allocated** based on the **priority order** below:

- A Continuing students who apply within the given timeframe (29 March 2023 – 16 April 2023).
- B First Year full time students whose home address is the greatest distance from the University Campus. No prescriptive distance is given, as it is variable each year.
- C Students on the Study Abroad programme in Semester 1 and Semester 2 and Exchange Students.
- D Applications made by students who join through the clearing process.

If the University accommodation is full, a waiting list will be established and, if a room should become available, the priority criteria used for allocation will be employed and rooms offered accordingly.

Please Note:

Disabilities or medical condition

Applicants who, due to the nature of their disability or medical condition, would not be able to study at the University unless they were offered University accommodation, that is suitable for their requirements, are considered a priority.

Medical evidence must be submitted with the application and sent to accommodation@lsbu.ac.uk and will only be accepted from a qualified and registered doctor or a medical practitioner. This will be assessed with the LSBU Disability Manager. For subsequent years of study, medical evidence still needs to be submitted with the application in order to assess any changes in circumstances.

It should be noted that any requirement (i.e. room adaptation, location, type, dietary requirement or specialist equipment i.e. a fridge for medication) must be disclosed when completing the online process. If an applicant fails to disclose this information, or only does so after they have been allocated

accommodation or have been placed on a waiting list, the Accommodation Service may not be able to provide appropriate accommodation.

Care Experienced or those classed as vulnerable adults (aged under 25)

Care Experienced or those classed as vulnerable adults (aged under 25) will be considered and assessed on a case-by-case basis. Care leavers and vulnerable young adults are required to provide supporting evidence and make the Accommodation Office aware of their requirements.

Estranged students and those identified with extenuating circumstances which necessitate the need to live in Halls, will be considered and assessed on a case by case basis and will need to submit supporting evidence to the Accommodations Office with their application.

Under 18

Under18 will be considered and assessed on a case by case basis. Applicants who will be under the age of 18 when their course commences will need to accept the conditions of the [LSBU safeguarding policy section 7](#)

3 Eligibility Criteria

2.1 Returning Students

- Are studying on a full-time mode of attendance
- Must have passed their previous year of studies and re-enrolled to the University
- Must have no previous rent arrears or serious disciplinary issues.

2.2 New Home Students

- Are starting their first year of studies at LSBU
- Are studying on a full-time mode of attendance
- Have an Unconditional Firm offer from the University

2.3 New International Students

- Are starting their first year of studies at LSBU
- Are studying on a full-time mode of attendance
- Have an Unconditional Firm offer from the University

2.4 Care leavers/Independent/refugee and students with a disability

- Are studying on a full time mode of attendance
- Have an Unconditional Firm offer from the University
- Provide confirmation/evidence from the local authority

2.5 Under 18 – Each case will be reviewed

- Are studying on a full time mode of attendance
- Have an Unconditional Firm offer from the University

4. Application Process 23/24

- 4.1 The Application Portal will open on 09.00 on 29 March 2023.
- 4.2 Continuing and Prospective students are provided with full instructions for the online process prior to its opening via email. All accommodation applications must be completed in full and submitted on-line.
- 4.3 Applicants are encouraged to apply as early as possible as some room types are more popular and are therefore often over-subscribed.
- 4.4 All rooms offered are equipped for single occupancy only and there are varying contract lengths offered (36/48) but dependent on locations and are course specific.
- 4.5 Any applications requiring accessible bed spaces due to a disability or medical condition need to be accompanied by medical evidence in order to support your application. Medical evidence must be submitted and received with the application and will only be accepted from a qualified, registered doctor or a medical practitioner. This will be assessed with the LSBU Disability Manager. This will need to be emailed separately to the Accommodation Office at accommodation@lsbu.ac.uk or through MyAccount.

LSBU cannot guarantee that all special requirements can be catered for.

- 4.7 Key dates:

Application opens	29 March 2023
Allocation to Continuing Students	Starts 17 th April 2023
Allocation to 1 st Year full time students	Starts 5 th May 2023

5 Allocation process 2023-2024

- 5.1 The allocation process will commence on 17 April 2023 for continuing students.
- 5.2 The allocation process will commence on 5 May 2023 to new 1st year full time students.
- 5.3 It is expected that you will receive a response within 14 days of the receipt of your application if you have matched the criteria, but, dependent on the demand for accommodation this may take longer.

- 5.4 Applicants will be contacted with the outcome of their application and then given 14 days to accept the offer of a room from the date on the communication, after which the offer is withdrawn.
- 5.4 Although every effort is made to place applicants according to their preferences, the high demand for certain types of accommodation and/or locations and the limited number of rooms in each type of accommodation may result in applicants not receiving their first or subsequent choices.
- 5.4 The flats will consist of students studying a variety of courses and will not be specifically allocated by course/faculty. Dependent on your choice of room the Flats could be mixed gender unless you have specified through the online application.
- 5.5 If an applicant declines the particular room that has been offered, and would like to be considered for an alternative room, they must notify the Accommodation Service by the deadline provided in the offer letter. No guarantee can be given on availability of alternative room.
- 5.6 On accepting the offer, applicants are entering a legally binding contract with the University and are bound by the conditions of Licence Agreement.
- 5.7 £300 advanced rent payment will be required **at the point of accepting the offer** and paid on line, which is deducted from the final instalment.
- 5.8 If for whatever reason the applicant wishes to reject the room offer after acceptance but before arrival, notice must be submitted in writing at the earliest convenience. The applicant has up to 14 days before arrival to withdraw the offer without penalty.
- 5.9 Unsuccessful applicants will be contacted by the Accommodation Office and sent supporting information to assist in securing private accommodation.
- 5.10 The University reserves the right not to accommodate a student who has previous debt history, made late or inconsistent payments or subject to previous disciplinary procedures. This will be assessed on a case-by-case basis without prejudice.
- For further guidance regarding any matter relating to this policy, please contact the Accommodation Office 020 7815 6417.
- 5.11 This procedure is reviewed annually and is subject to change.
- 5.12 The rooms offered are single occupancy only and LSBU is unable to support any requests for family rooms or for partners.

5.13 Any applicant who specifically requests a single gender room affects the right to have any opposite gender guests overnight.