

STUDENT ACCOMMODATION APPLICATION POLICY 2024-25

This document is provided to help guide you through the application process for our accommodation, with further information regarding the allocation and acceptance process.

Living in our accommodation is a great way to settle into your life as a student at Canterbury Christ Church University (CCCU), and whether you are a home, international undergraduate, or international postgraduate student, if you meet the conditions below, you are guaranteed accommodation, suitable for single occupancy for your first year in University approved accommodation.

ELIGIBILITY

Undergraduate and Foundation Students

CCCU approved accommodation is offered to UK, EU, and international undergraduate and foundation students in their first year of study with the University, who are studying full-time for a full academic year. Foundation students can also apply again for the first year of their undergraduate programme.

These students will be guaranteed a study bedroom providing they meet the following criteria:

- They have allocated CCCU as their “first choice” through the UCAS university application process.
- Their accommodation application is made online by 31 July in the year they are starting University.

Returning Students and Further Study

Those wishing to return to CCCU approved accommodation after their first year (including Kent and Medway Medical School students) - as well as those coming to study on a Master's, PGCE, or PHD course - can also apply for accommodation. However, accommodation is not guaranteed and is subject to availability. These applicants will be placed on a waiting list until the main allocations and offers have been completed. If students have lived with us previously, they must have kept a clear payment account and not breached their previous accommodation licence to be eligible to apply.

Students with Special Accommodation Requirements

Full-time students with a medical condition or disability, and special requirements in their housing needs, will be considered as a priority.

To be allocated the most appropriate accommodation, the Accommodation Services Team works closely with the University's Student Wellbeing Service to identify the needs of students with medical conditions, disabilities, or special requirements, and to ensure that the most suitable accommodation is allocated to them.

Students should indicate that they have a medical condition, disability, or special requirement during the online application process by choosing 'yes' in the medical box under the "Questions" section of the "Personal Preference" page of the application. When processing the application, a separate email will be sent out by the Accommodation Team, advising you what to do next, including [registering](#) with our Student Wellbeing Service and completing an "[Additional Requirements for Accommodation](#)" form. Appropriate supporting medical evidence will be required. If you have a condition or impairment that means you would need help to evacuate in the event of an incident or fire, it's important you let us know.

If a student fails to disclose medical information, or only does so after they have been allocated accommodation, the Accommodation Services Team cannot guarantee the reallocation of more appropriate accommodation.

In special circumstances where, for example, a student would find it difficult to find a suitable study bedroom and kitchen with adaptations in the private sector, permission may be given for a three year continued stay within the University approved accommodation. However, this is not common practice and will only be considered if the student would be unable to continue their studies unless they remain in University approved accommodation.

Care Leavers and Estranged Students

Estranged refers to students who are under 25 and no longer have contact with their parents or legal guardians. Care leavers and estranged students will be guaranteed accommodation in their first year, providing they meet the criteria mentioned above for special circumstances.

Under 18s

Students under the age of 18 before arrival will be given priority allocation to the most appropriate accommodation. On applying for accommodation, a parent/legal guardian will need to countersign the licence agreement on your behalf and, where possible, visit the accommodation or put in writing their consent for the allocated accommodation. You will be placed in a flat or house with en-suite room, single sex, with no alcohol, and if you are an international student, you will require a UK guardian. Safeguarding measures will be put in place, including monthly in-person visits and weekly checks. The University does not take the place of parents' responsibility (in loco parentis), and student accommodation is intended for the use of adults.

Single Sex

Students who wish to live in single sex flats should indicate this on their application but this cannot be guaranteed.

Alcohol-Free Accommodation

We offer students the opportunity of requesting alcohol-free accommodation, subject to demand, and this can be indicated on their application.

Mature Students (over 21-year-olds)

Over 21s have the same eligibility as other undergraduates. We will try to place mature students together where possible, but this cannot be guaranteed. University approved accommodation may not always be suitable for much older students, and consideration to the private sector is advised; we are able to signpost to landlords in the area.

Postgraduate Students

International and EU postgraduate students will be allocated University approved accommodation if they formally accept an offer to study full-time at the University and have applied online before 31 July. We will try to place postgraduate students together where possible, but this cannot be guaranteed.

UK-based postgraduate students can apply for University approved accommodation if studying on a full-time course. As mentioned previously, these applications will be allocated subject to availability once all guaranteed applications have been placed. The Accommodation Services Team makes every effort to place postgraduate and/or mature students (over 21- years old) in the same households; however, in some circumstances it may be necessary to allocate a room in accommodation alongside undergraduates.

International Undergraduates

International and EU/EEA applicants will be allocated with home and other students.

Short Course Programmes – One Term or Less

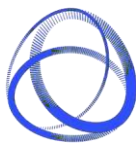
CCCU offers undergraduate and postgraduate programmes that have teaching periods which differ from standard programmes. Students attending courses of one term, and international students needing accommodation for 12 weeks or more, are prioritised for allocation first in this short-term group.

Applicants who require short-term accommodation must apply via the online application process and select the “Short Courses” pathway. For programmes of one term or less, it is usual that homestay accommodation may also be offered, as well as University residencies, but neither can be guaranteed as it is subject to availability. Full-term, 39-week students are guaranteed and will be allocated first.

Short-stay students may also be allocated a bedroom in a house or flat with undergraduate students, or a nomination to a local accommodation provider. Applicants will be prioritised based on date order of application and should be at least two months in advance. We cannot guarantee to find accommodation for late applicants.

51 Week Contracts

We have a small number of studio flats, which we offer on a longer 51-week contract.



Medway Accommodation

Applications for Pier Quays are made directly through the CCCU accommodation portal. All eligible undergraduate and postgraduate students at the Medway Campus are offered accommodation at Pier Quays, which is owned and managed by Unite Students. Your contract will be with Unite Students, and you will pay any fees directly to them.

Declaration of Previous Convictions

You will be asked during the application process to declare if you have any unspent convictions. Having an unspent conviction does not prevent you from applying for accommodation. However, if we find out that you have had an unspent conviction and have not declared it, we may require you to leave University accommodation.

Data Protection

Canterbury Christ Church University holds and processes information about employees, students, and other data subjects for academic, administrative, and commercial purposes in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. For further details, please refer to our [Data Protection](#) webpage.

APPLICATIONS, ALLOCATIONS, AND OFFERS

1. You can only apply for accommodation once you have confirmed on your UCAS account that CCCU is your first choice. You will then be able to access the online application form once opened and submit it to us once your offer status changes to Unconditional Firm (UF) or Conditional Firm (CF).
2. Rooms are allocated on a first-come first-served basis, regardless of whether a student has a Conditional Offer (CF) or an Unconditional Offer (UF). The only exceptions to this rule are the one-bed and studio flats where several different factors are considered before allocating the 51-week contract.
3. If we receive your application after 31 July, we will offer you accommodation if there is still some available.
4. Only one application per person will be accepted, but you can make choices in order of preference. We always aim to allocate a room in accordance with a preference choice, but it will not always be possible to do so.
5. We will start making accommodation offers to those students who have accepted their **Unconditional Firm offers in July**. No offers are sent out during the UCAS embargo period, normally 5-7 days before exam results are published.

CCCU as Insurance Choice

Students who make CCCU an insurance choice are not guaranteed accommodation. These students will be able to apply for accommodation only once they are Unconditional Firm (UF) or Conditional Firm (CF) but may be put on a waiting list. Accommodation that becomes available will be offered to the next eligible person from this list.

The Accommodation Team will always try to provide accommodation where available – but will also provide support by arranging advice about accommodation in the private sector.

Accepting an Accommodation Offer

Acceptance of the accommodation offer is done online, and students should follow all the instructions during this process, including acceptance of Terms and Conditions, paying the pre- payment fee, setting up a payment plan, and providing valid guarantor information (where necessary), ensuring this is completed by the given deadline. Accommodation offers that have not been accepted by the deadline given will automatically be withdrawn, and a new application will have to be submitted to be considered for accommodation.