

## STUDENT ACCOMMODATION APPLICATION POLICY

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 Postgraduate student, if you meet the conditions below, you are guaranteed accommodation, suitable for single occupancy for your first year.

### ELIGIBILITY

#### **Undergraduate and Foundation Students**

CCCU 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;

Second and third-year students - as well as those returning to study on a Masters, PGCE or PHD course, can also apply for accommodation, if they have kept a clear payment account and not breached their previous accommodation licence, although accommodation is not guaranteed.

#### **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 Team works closely with the University’s Disability Advice Team, to identify the needs of students with medical conditions and disabilities, and to ensure that the most suitable accommodation is allocated to them.

Students should indicate that they have a medical condition, disability or specific requirements, during the online application process, by ticking 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 Disability Team, and completing an “[Additional Requirements for Accommodation](#)” form. Appropriate supporting medical evidence will be required.

If a student fails to disclose medical information, or only does so after they have been allocated accommodation, the Accommodation 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 3-year continued stay within the University 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 accommodation.

### **Care Leavers**

Care Leavers will be guaranteed accommodation in their first year, providing they meet the criteria mentioned above.

### **Under 18s**

Students under the age of 18 before arrival, will be given priority allocation to the most appropriate accommodation. The University does not take the place of parents' responsibility (in loco parentis), and student accommodation is generally 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 can't 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 can't be guaranteed. University accommodation may not always be suitable for much older students, and consideration to the private sector is advised; we are able to signpost to accredited landlords in the area.

### **Postgraduate Students**

International and EU postgraduate students will be allocated university accommodation, if they formally accept an offer to study full-time at the University, have applied online before 31 July and want single person or couple's accommodation only. We will try to place Postgraduate students together where possible, but this cannot be guaranteed.

UK-based Postgraduate students can apply for University accommodation, if studying on a full time course. These applications will be placed on a waiting list which will only be allocated, once all guaranteed applications have been placed.

The Accommodation team make 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 will require short-term accommodation must apply via the on-line application process, and selecting 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 and full-term, 40-week students are guaranteed 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.

### **Family Accommodation**

We do not have any specific family accommodation. Students with families are generally signposted to the private rented sector.

### **Couples Accommodation**

We have a small number of studio and one-bed flats that may be suitable for couples (no children), and these are offered on a longer 51-week contract.

### **Medway Accommodation**

Applications for Liberty Quays are made directly through the CCCU accommodation portal. All eligible undergraduate and postgraduate students at the Medway campus are offered modern accommodation at Liberty Quays, which is owned and managed by them. Your contract will be with Liberty Living and you pay rent direct to them.

### **Declaration of Previous Convictions**

You will be asked during the application process to declare if you have any spent or unspent convictions. Having a conviction does not prevent you from applying for accommodation. However, if we find out that you have had a conviction and 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 available, 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 exception to this rule is 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 31st 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 start making the accommodation offers after exam results are received in August, and we have confirmation from our Admissions Team that you have accepted your place to study here. For those who already have results from a previous year, or have an Unconditional Firm offer, you should receive your offer before August. 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 UF or CF but may be put on a waiting list. Accommodation which 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. Students who do not accept the offer by the deadline given, will automatically be placed back on the waiting list and may not get another offer if the accommodation is full.

February 2020