



Anglia Ruskin
University

Estates & Facilities Services
Residential Service

Allocations Policy

For University provided accommodation

August 2017

2014
THE AWARDS
AWARD WINNER
ENTREPRENEURIAL UNIVERSITY
OF THE YEAR

www.anglia.ac.uk/housing

1. Aims

- 1.1 To support University recruitment, retention, achievement and access policies through the provision and allocation of residential accommodation that is appropriate to student needs.
- 1.2 To extend the supply of University provided accommodation over time, in a manner that will enable all new students who qualify for such accommodation to be offered a place.

2. Objectives

- 2.1 To provide students with access to a range of competitively priced accommodation within reasonable travelling distance of the University campus on which they are studying.
- 2.2 To provide new students with the opportunity to reside in University provided accommodation for one academic year, to the limit of supply.
- 2.3 To maintain University owned and managed accommodation at acceptable levels of repair so that they remain an asset to the University and conform to current legal requirements pertaining to student housing.
- 2.4 To work closely with other service areas in the University in order to achieve corporate aims.
- 2.5 To manage the multi-campus Residential Service in a manner that achieves an overall balanced budget or surplus.
- 2.6 To ensure the provisions of the University equal opportunities policy and Student Charter are integrated within all systems and procedures.

3. ALLOCATION POLICY

- 3.1 To provide all new full-time students with the opportunity to live in University provided accommodation for one academic year, to the limit of supply.
- 3.2 Students must be aged 18 years or older on the tenancy commencement date to live in University provided accommodation. Anyone under this age will be assisted to find suitable private sector accommodation.
- 3.3 Students must be applying to study a full-time course
- 3.4 Priority in allocation of University managed accommodation to be given to the following groups:

Students with a disability or medical condition

Anglia Ruskin University reserves a proportion of accommodation for priority allocation to students with a disability or medical condition (approximately 5% of the accommodation

available). Students will need to complete a form and return this to the Residential Service together with relevant evidence of their condition and requirements.

Care leavers (those leaving local authority care or foster arrangements) are also eligible for priority allocation of accommodation.

New students - the remaining balance of University managed accommodation will be allocated to new students (those who have not attended Anglia Ruskin University previously) in any academic year. The following allocation percentages will apply:

International Students (paying full international fees) – 35% of accommodation allocated to new students will be reserved for students recruited from outside of the EU.

The International student allocation will include those rooms allocated to Cambridge Ruskin International College (CRIC)

UK/EU Students – the remaining 60% of the portfolio will be allocated to UK/EU students. Rooms will be allocated on a first come, first served basis with the caveat that at least 10% of rooms will be allocated to students recruited in the EU, but outside of Britain.

Faculty of Health, Social Care & Education students (FHSCE) – all new FHSCE students with placements at hospital sites with residential accommodation can be nominated to relevant housing providers and allocated accommodation at the hospital for one year (to the limit of supply).

These percentages will also apply in relation to accommodation to which the University has nomination rights, including Sedley Court, The Forum, CB1(Aston, Bragg and Crick), The Railyard, and the Cambridge YMCA, subject to financial restrictions that require rooms to be contracted prior to the commencement of tenancy agreements.

- 3.5 Only students registered at the University may normally be allocated accommodation; however students at a partner institution who have been awarded a major scholarship for excellence in their field of study may be allocated accommodation for an equivalent period.
- 3.6 University managed accommodation is primarily allocated to students registered on courses of one year or longer. A limited number of rooms will be allocated to single semester international students and those whose courses start in January.
- 3.7 University managed accommodation can only be allocated to new students who have met or expect to meet the entry requirements for their course and who have confirmed their acceptance (firm not “insurance”) of a full-time course at the University.
- 3.8 Students accepting a firm offer of a place on a course at the University are able to apply online for University provided accommodation (from January onwards with respect to the following September each year).
- 3.9 Once a room has been reserved, students will not be able to change their room selection. Students who change their mind about their choice or miss any set deadlines to return paperwork or make payments will not be made a further allocation.

- 3.10 If all University provided accommodation is full, a waiting list of applicants will be established, and any offer of accommodation made will be on the basis of the room that is available when the applicant is at the top of the waiting list.
- 3.11 The Residential Service will provide students with information booklets and online information regarding both University managed, provided, and private sector accommodation on request.
- 3.12 Services or Faculties requiring accommodation to be allocated to students who have not received confirmation of their qualifications may exceptionally be allocated accommodation but required to financially underwrite payments for this accommodation.
- 3.13 A limited number of rooms will be available for returning students, with priority afforded to those not accommodated in their first year in the first instance. Applications from continuing students can only be considered once the needs of new student priority groups have been met. The Residential Service reserve the right to restrict the range of University provided accommodation offered to continuing students.
- 3.14 Students who have financial debts to the University, or who have a poor discipline or tenancy record (including proven situations relating to private sector accommodation), will not be accommodated.
- 3.15 Applications for University accommodation can only be accepted if received by online application. The only exception to this would be students applying who have a disability or medical condition and those applying for hospital accommodation.
- 3.16 Depending on which accommodation they have reserved, students may be required to pay a damage deposit and/or administration fee or advance rent, in addition to completing relevant paperwork, to secure their room.
- 3.17 Limited accommodation in Cambridge is available for couples (both of whom must be full time students) and allocated on a 'first come first served' basis. Students with dependents cannot currently be accepted in University accommodation.
- 3.18 Students may be required to move to alternative University managed accommodation during holiday periods or in circumstances where it would be difficult to maintain adequate security, or it became uneconomical for the students to remain in their current accommodation.
- 3.19 FSHCE students can apply accommodation at NHS Trust sites with partnership accommodation options (Peterborough, Addenbrookes and various Essex sites), and should apply for such accommodation by downloading the application form from the website and returning it to the relevant Residential Service office. Re-applications for subsequent years in Hospital Accommodation are processed subject to ongoing availability. Alternatively, FSHCE students may apply for any of the other University provided accommodation options, and will be subject to the eligibility criteria, priority system and returning students' policy outlined above.
- 3.20 Students studying at University Centre Peterborough will be assisted in finding residential accommodation, either at a partnership managed development or in the private sector.

- 3.21 Students studying at University Centre Harlow will be eligible to apply for University residential accommodation in Chelmsford, or assisted to find private sector accommodation in Harlow directly via staff in Harlow.
- 3.22 Students studying Anglia Ruskin programmes at the College of West Anglia or the London School of Commerce will be eligible to apply for University provided residential accommodation in Cambridge, Chelmsford or Peterborough, or assisted to find private sector accommodation
- 3.23 A student wishing to appeal against a decision made by the Residential Service should in the first instance write to the Director of Estates and Facilities Services. The student complaints procedure outlined in '*Rules, Regulations and Procedures for Students*' will apply.
- 3.24 Students not allocated University provided accommodation will be advised of private sector house hunting events that will be held each summer as required.
- 3.25 All full time students will be provided with the current password for our "Studentpad" private sector accommodation search site (covering Cambridge, Chelmsford and Peterborough) on request.