

Halls of Residence Allocation Policy

PURPOSE: To inform staff and students of the College's approach to allocation of places in the Halls of Residence

SCOPE: This policy applies to all users.

RESPONSIBILITY: The Vice Principal HR & Student Services is responsible for this policy. The Director Student Services & Equality is responsible for the monitoring of the policy.

ADDITIONAL INFORMATION: N/A

Policy: Halls of Residence Allocation Policy

Legal Context: NA

Halls of Residence Allocation Policy

It is not intended to encourage students to live away from home. A place in the Halls of Residence will only be allocated to students who, because of distance, journey time, disability or exceptional personal circumstances, would otherwise be unable to undertake a course of study.

- The Halls of Residence provide term time accommodation and students must have a permanent home to return to during the main summer holidays.
- Students residing in the Halls of Residence as part of on-going welfare support are not expected to return home.
- Other residents who are non- students, who pay council tax, are not expected to vacate their rooms during holiday periods.

The accommodation is designed for students and non- students who are capable of independent living and is only available to those who are 18 or older at the date of taking up the tenancy.

Halls of Residence places are allocated on the basis of individual consideration. The following are guidelines for the information of prospective residents and give an indication of how the college allocates its accommodation.

- New first-year students on any course who are over 18 and have a confirmed place to study at Solihull College and University Centre who have submitted their application by end of July are offered on-site accommodation first.
- Priority will be given to students whose course necessitates attendance for three days or more a week.
- Distance of travel to Solihull if the student did not reside in Halls.

- Date of receipt of Application forms by the Accommodation Office – rooms will be allocated upon receipt of the deposit in date order of application.
- Applications for the following year are welcome from October. Room allocation for the following year will begin from July once deposits have been received. All prospective residents must formally apply for a place in the Halls of Residence by completing an application form.
- Students already in residence who progress to year 2 of a course will normally be offered accommodation provided that their conduct has been satisfactory. A place is not automatically allocated and such students will need to complete an application form and pay their deposit by the July deadline.
- Remaining accommodation is offered to other continuing students requesting accommodation and submitting their application form by the deadline.
- All applications will be acknowledged within seven working days.
- Following an application the applicant will be advised in writing if his/her application has been successful.
- Applicants are encouraged to disclose any medical condition or additional needs at the time of application so that an appropriate risk assessment can be carried out as required. This will allow us to allocate the most suitable accommodation to meet the applicant's needs. Supporting evidence must be provided from a suitably qualified professional in the relevant field.
- Applications are received by the Accommodation Officer and decisions on the allocation of places are made by the Accommodation Officer and the Head of Student Services.
- Applicants who are refused a place have the right to appeal against the decision. This should be made in writing to the Director of Student Services & Equality within two weeks of receiving the refusal letter. An acknowledgement of the appeal will be sent within five working days. The outcome will be put in writing within ten working days
- The decision of the Director of Student Services & Equality is final.
- One flat, five rooms, will be retained for use by students who are in extreme hardship and eligible for the Halls Bursary. These will be allocated via a Halls Bursary application process, supported and processed by the College Welfare Officers. Rents will be fully or partly covered by the bursary and individual circumstances will be reviewed monthly. Applications are reviewed and approved by the Director Student Services & Equality and final approval is by the Deputy Principal.