

Accommodation Essex

Allocations Policy

Accommodation Essex - Allocation Policy

The University of Essex has approved this allocation policy, which provides specified categories of students with a guarantee of accommodation or a priority for accommodation as long as the applicant meets the stated conditions.

Should the number of applicants exceed the number of available rooms, Accommodation Essex will seek to secure additional accommodation from third party providers in order to meet the guarantees and priorities as set out in this policy. Third party accommodation will be off campus and will meet the standards set by either the Student Accommodation Accreditation Scheme or the ANUK code.

1. New Undergraduate Students

If you are a new, full time undergraduate student commencing your studies in the autumn term, you are guaranteed accommodation provided you meet the following conditions;

- You need to submit an application for accommodation by the published guarantee deadline date
- The University of Essex must be your firm choice
- You must have an unconditional firm (UF) or a conditional firm (CF) academic offer when you apply for accommodation
- Applicants holding a conditional firm (CF) academic offer must have satisfied any outstanding conditions by no later than 5pm on the Friday after the guarantee deadline date in order to achieve unconditional firm (UF) status
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

Our approach is to prioritise accommodation guarantees for students in their first year at the University. This means that if you are entering Year one of a degree after having undertaken a Year Zero course or a foundation year, we will not be able to offer you a guarantee of accommodation.

2. New Undergraduate Students under the age of 18

If you will be under the age of 18 when your course commences, you are guaranteed accommodation provided you meet the following conditions;

- You need to submit an application for accommodation by the published guarantee deadline date
- The University of Essex is your firm choice
- You must have an unconditional firm (UF) or a conditional firm (CF) academic offer when you apply for accommodation
- Applicants holding a conditional firm (CF) academic offer must have satisfied any outstanding conditions by no later than 5pm on the Friday after the guarantee deadline date in order to achieve unconditional firm (UF) status
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

Students under the age of 18 are not always able to apply for accommodation before the guarantee deadline date. Therefore, a limited number of rooms will be held beyond the deadline date and offered to late applicants until all such rooms are allocated.

3. New Undergraduate Students – Individual Needs

You will be asked on the accommodation application form if you have specific accommodation requirements due to your individual needs, such as mobility impairment or because you are a care leaver. If you let us know about your specific needs, we will liaise with Student Support to make sure you are offered the right type of accommodation. Please click on the following links for further information

http://www.essex.ac.uk/accommodation/residences/individual_needs.aspx

<http://www.essex.ac.uk/students/disability/impairment.aspx>

4. Insurance/Clearing Students

If the University of Essex was your insurance choice and becomes your firm choice, or you successfully apply for a course at the University of Essex through Clearing, you are guaranteed accommodation as long as;

- You apply for accommodation by the published guarantee deadline date
- You satisfy any outstanding conditions by no later than 5pm on the Friday after the guarantee deadline date in order to achieve unconditional firm (UF) status
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

4.1. Clearing students from Hong Kong

Clearing students from Hong Kong are not always able to apply for accommodation before the guarantee deadline date. Therefore, a limited number of rooms will be held for up to four weeks beyond the deadline date and offered to late applications until all such rooms are allocated. During this period, a percentage of these held rooms will be taken back each week, to ensure that other categories within the guarantee are not disadvantaged.

If the number of clearing students from Hong Kong exceeds the number of available rooms, rooms will be allocated in date order of receipt of application, until the quota of rooms has been filled. Students who have not been offered a room will be placed on the Waiting List.

5. International Academy Students

Accommodation Essex provides application forms directly to the International Academy for their applicants, who must apply for accommodation and return their completed form to the International Academy.

5.1. International Foundation Programme and International Diploma Students

If you will be studying at Essex for the full year, commencing in the autumn term, you are guaranteed accommodation provided you meet the following conditions;

- You submit an application for accommodation by the published deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

International Foundation Programme and International Diploma students are not always able to apply for accommodation before the guarantee deadline date. Therefore, a limited number of rooms will be held for up to four weeks beyond the deadline date and offered to late applications until all such rooms are allocated.

During this period, a percentage of these held rooms will be taken back each week, to ensure that other categories within the guarantee are not disadvantaged.

If the number of International Foundation Programme and International Diploma students exceeds the number of available rooms, rooms will be allocated in date order of receipt of application, until the quota of rooms has been filled. Students who have not been offered a room will be placed on the Waiting List.

5.1.1. International Foundation Programme and UG January Start Students

International Foundation Programme and UG (Year 0) students intending to commence their studies in January, and who will be under the age of 18 when their course commences, are guaranteed accommodation, provided you meet the following conditions;

- You submit an application for accommodation by the published deadline date for January start students, usually the first Monday following the end of the Autumn term
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

All other January start applicants will be allocated available rooms, if these exist, in date order of receipt of application, until all such rooms have been filled.

Students who have not been offered a room will be placed on the Waiting List.

5.2. International Academy EELP students

It is the intention to accommodate as many short course EELP students as possible, whilst acknowledging room availability may be limited. Therefore, a quota of rooms will be made available to short course EELP students. When applications for accommodation are received from EELP students, they will be offered accommodation as follows:

- Rooms will be offered in date order of receipt of application, until the available rooms have been filled
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter
- Students who have not been allocated a room before the available rooms have been filled will be placed on the Waiting List

5.3. International Academy Pre-Sessional students

5.3.1. Pre-Sessional Students Commencing Studies in July or August

Pre-sessional students intending to commence their studies in July or August are guaranteed accommodation, as long as you accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

Every endeavor is made to allocate pre-sessional students into accommodation that will become their term time room when their pre-sessional course has completed and the academic year commences. However, the choice of area is more limited during the summer period and a room move may be necessary.

5.3.2. Pre-Sessional Students Commencing Studies in March, April or May

It is the intention to accommodate as many pre-sessional March, April and May students as possible, whilst acknowledging room availability may be limited. Therefore, these student cohorts will be allocated any available rooms in date order of receipt of application until all available rooms have been filled. Applicants must accept their offer of accommodation by the offer expiry date given in the accommodation offer letter. All other applicants will be placed on the Waiting List.

6. Essex Abroad

Accommodation Essex provides application forms directly to Essex Abroad for their applicants, who must apply for accommodation and return their completed form to us.

6.1. Full Year Incoming Study Abroad and Exchange (including Erasmus+) Students

If you will be studying at Essex for the full year, commencing in the autumn term, you are guaranteed accommodation as long as;

- You apply by the guarantee deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

Incoming Study Abroad students are not always able to apply for accommodation before the guarantee deadline date. Therefore, a quota of rooms will be held up to four weeks beyond the deadline date. A percentage of rooms from the quota will be taken back each week, to ensure that other categories within the guarantee are not disadvantaged. During these four weeks, late applications will be accepted and offered accommodation until the quota of rooms is filled.

If the number of students exceeds the number of available rooms, rooms will be allocated in date order of receipt of application, until the quota of rooms has been filled. Students who have not been offered a room will be placed on the Waiting List.

6.2. Part Year Incoming Study Abroad and Exchange (including Erasmus+) Students

It is the intention to accommodate as many part year students as possible, whilst acknowledging room availability may be limited. Therefore, this category of students will be allocated accommodation as follows;

A quota of rooms will be made available to part year students arriving in the autumn term. A quota of rooms will also be made available to part year students arriving in the spring term.

The following part year students are guaranteed accommodation and will be offered a room within the quota;

- Study Abroad International (i.e. overseas fee paying status) students
- Study Abroad EU fee paying students

If rooms remain available, they will be offered according to the following priority

- Non EU Exchange students
- Erasmus students

For each group listed above, applicants will be offered in date order of receipt of application, until the quota of rooms has been filled. Applicants must accept their offer of accommodation by the offer expiry date given in the accommodation offer letter.

Students applying after the quota is reached will be allocated void rooms, if these exist, in date order of receipt of application, until all void rooms have been filled.

Students who have not been offered a room will be placed on the Waiting List.

7. Edge Hotel School Students

Accommodation Essex provides application forms directly to Edge Hotel School for their applicants, who must apply for accommodation and return their completed form to the Edge Hotel School by the accommodation deadline date provided for your course start date.

7.1. Edge Hotel Students Commencing Studies in September

Edge Hotel School students intending to commence their studies in September are guaranteed accommodation, as long as they accept their offer of accommodation by the offer expiry date given in the accommodation offer letter. All other September start applicants will be placed on the Waiting List

7.2. Edge Hotel Students Commencing Studies in February

It is the intention to accommodate as many February start students as possible, whilst acknowledging room availability may be limited. Therefore, a quota of rooms will be made available to Edge Hotel February start students. When applications for accommodation are received from Edge Hotel February start students, they will be offered accommodation as follows:

- Rooms will be offered in date order of receipt of application, until the available rooms have been filled
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter
- Students applying after the quota is reached will be allocated void rooms, if these exist, in date order of receipt of application, until all void rooms have been filled
- Students who have not been offered a room will be placed on the Waiting List.

It should be noted that available rooms for February start students may be located in any area of the residences. Once rooms become available in accommodation areas set aside for Edge Hotel School students, you will be offered one of these rooms.

8. Undergraduate Students Returning for Subsequent Years of Study

The following undergraduate students are guaranteed accommodation for the duration of their course;

- International (i.e. overseas fee paying status) students
- Sports Bursary students
- Edge Hotel School students

If you are an International student and wish to live in University owned or administered accommodation beyond your first year, you must meet the following conditions;

- You need to submit an application for accommodation by the published returning student deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter. You will also be required to pay a £250.00 rent pre-payment in order to accept your offer.
- You must not have any outstanding accommodation debt prior to your new tenancy commencing.

If you are a Sports Bursary or a Hotel School student we will contact you with your accommodation offer before your existing tenancy expires. You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter and you must not have any outstanding accommodation debt prior to your new tenancy commencing.

8.1. Returning Undergraduate Students – Individual Needs

If you are a returning undergraduate student and need to live in University owned or administered accommodation due to your individual needs, such as mobility impairment, you are a care leaver or you are under the age of 18, you can apply for accommodation through Student Support. Please click on the following links for further information;

http://www.essex.ac.uk/accommodation/residences/individual_needs.aspx

<http://www.essex.ac.uk/students/disability/impairment.aspx>

8.2. Returning Study Abroad (including Erasmus+) and Work Placement Abroad Students

Accommodation Essex provides application forms directly to Essex Abroad for Returning Study Abroad and Work Placement Abroad students. Although you are not guaranteed accommodation, you will be given priority above other returning Home and EU Undergraduate students on the waiting list if you meet the following conditions;

- You need to submit an application for accommodation to us by the deadline date printed on the application form
- You must accept your offer of accommodation by the expiry date given in the accommodation offer letter.
- You must not have any outstanding accommodation debt prior to your new tenancy commencing.

8.3. Returning Home and EU Undergraduate Students

If the University expects to have surplus undergraduate accommodation after all guaranteed and priority groups are accounted for, the remaining available undergraduate accommodation will be marketed to returning Home and EU undergraduate students. If you wish to live in University owned or administered accommodation beyond your first year, you must meet the following conditions;

- You need to submit an application for accommodation by the published returning student deadline date

- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter. You will also be required to pay a £250.00 rent pre-payment in order to accept your offer.
- You must not have any outstanding accommodation debt prior to your new tenancy commencing.

Offers will be made in order of application date, until all surplus accommodation has been allocated and accepted.

9. Postgraduate Students

If you are a new, full time postgraduate student commencing your studies in the autumn term (including University of Essex Graduates progressing on to postgraduate study), you are guaranteed accommodation provided you meet the following conditions;

- You need to submit an application for accommodation by the published guarantee deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter. You will also be required to pay a £250.00 rent pre-payment in order to accept your offer

9.1. New Postgraduate Students – Individual Needs

You will be asked on the accommodation application form if you have specific accommodation requirements due to your individual needs, such as mobility impairment or because you are a care leaver. If you let us know about your specific needs, we will liaise with Student Support to make sure you are offered the right type of accommodation. Please click on the following links for further information
http://www.essex.ac.uk/accommodation/residences/individual_needs.aspx
<http://www.essex.ac.uk/students/disability/impairment.aspx>

9.2. Postgraduate Students Returning for Subsequent Years of Study

If the University expects to have surplus postgraduate accommodation, the remaining available postgraduate accommodation will be marketed to all returning postgraduate students. If you wish to live in University owned or administered accommodation beyond your first year, you must meet the following conditions;

- You need to submit an application for accommodation by the published returning student deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter. You will also be required to pay a £250.00 rent pre-payment in order to accept your offer.
- You must not have any outstanding accommodation debt prior to your new tenancy commencing.

Offers will be made in order of application date, until all surplus accommodation has been allocated and accepted.

9.3. Returning Postgraduate Students – Individual Needs

If you are a returning postgraduate student and need to live in University owned or administered accommodation due to your individual needs, such as mobility impairment or because you are a care leaver, you can apply for accommodation

through Student Support. Please click on the following links for further information;
http://www.essex.ac.uk/accommodation/residences/individual_needs.aspx
<http://www.essex.ac.uk/students/disability/impairment.aspx>

10. Residents' Life

An allocation of rooms will be provided for student Residents' Assistants, volunteers with Residents' Life.

11. Nightline

An allocation of rooms will be provided for student Nightline volunteers.

12. Students' Union

An allocation of rooms will be provided for Students' Union SAB Officers.

13. Academic Partners

Where the provision of accommodation is such that the number of rooms is expected to exceed that required to accommodate all guaranteed and prioritised University of Essex students, a quota of rooms will be provided for students studying University of Essex accredited degrees at Colchester Institute and South Essex College. This provision will be reviewed annually.

14. Waiting List

All students will be able to apply to the waiting list. Priority will be given in the following order:

14.1. New Students

- Welfare/Medical Need
- New full time International Undergraduate and New full time International Postgraduate students
- New full time Home/EU Undergraduate and New full time Home/EU Postgraduate students
- Part year Incoming Study Abroad, Erasmus, International Diploma and EELP students

14.2. Returning Students

- Welfare/Medical Need
- Returning Study Abroad (including Erasmus+) students and Work Placement Abroad students
- All other Work Placement students
- All other full time students
- Continuation and Completion students