

## STUDENT ACCOMMODATION

### ELIGIBILITY AND APPLICATIONS

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

#### ELIGIBILITY POLICY – STUDENT ACCOMMODATION

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

Canterbury Christ Church University (CCCU) accommodation is primarily offered to UK, EU and International Undergraduate and Foundation students in their first year of study with the University, who are studying for a full academic year.

We guarantee a place in University accommodation to all first-year undergraduates who firmly accept an offer of a place to study with us.

Foundation students can also apply again for the first-year of their Undergraduate programme.

##### **Students with Special Accommodation Requirements**

Students with a medical condition or disability, and special requirements in their housing needs with regard to accommodation, will be considered as a priority.

To be allocated the most appropriate accommodation, students should note 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. A separate email will then be sent out advising you what to do next, including [Registering](#) with our Disability Team. If a student fails to disclose this information, or only does so after they have been allocated accommodation, the Accommodation Team cannot guarantee the reallocation of more appropriate accommodation.

[The University's Disability Advice Team](#), works closely with Accommodation to identify the needs of students with medical conditions and disabilities, to ensure that the most suitable accommodation is allocated. Disabled students and students with special requirements are given priority in the allocation of accommodation, as long as they are can provide appropriate supporting medical evidence to the Disability Team, when required.

If a student has difficulty in finding suitable accommodation in the private sector, permission may be given for future lets within the University accommodation, usually with new first year undergraduates. The student must have previously kept all licence terms, including payment.

### **Care Leavers**

Care leavers will be guaranteed accommodation in their first year of study.

### **Single Sex**

Students who wish to live in single sex flats should indicate this on their form, but it can't always be guaranteed.

### **Alcohol Free Accommodation**

We are offering a small number of rooms in Vernon Place for students who want alcohol free accommodation. You must only request this property if you want alcohol free.

### **Students under 18**

Students under the age of 18 on 17 September (of year of entry) will be given priority allocation to the most appropriate accommodation at the selected Campus. The University does not take the place of parents' responsibility (in loco parentis), and student accommodation is generally intended for the use of adults.

### **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.

### **Postgraduate Students**

International and EU postgraduate students will be allocated university accommodation, as long as they formally accept an offer to study at the University, have applied online before 31 July and want single person or couples accommodation only.

We will try to place Postgraduate students together where possible, but this can't be guaranteed.

All Postgraduate students can apply for University accommodation. These applications will be placed on a waiting list which will only be actioned, once all guaranteed applications have been allocated.

### **International undergraduates**

International students will be allocated with home and other students.

### **Family Accommodation**

We do not have any specific family accommodation. Students with families are generally signposted to the private rented sector. Some UK based students with families on a low income, may be eligible for help with rent, through housing benefit or Universal Credit.

We have a small number of 1 bed flats in Canterbury which are suitable for couples (no children).

### **Student Programmes of 6 months or less**

CCCU also offers several shorter programmes. These students who require accommodation will usually still have to apply through the on-line application process. Any allocation will usually be to empty rooms within our existing accommodation, where other students are already residing. For programmes of one term or less, Homestay accommodation may be offered rather than University residencies, but neither can be guaranteed. You may have to pay for a full term for shorter stays.

### **APPLICATION AND ALLOCATION PROCESS**

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](#) normally in March, and submit it to us once your offer status changes to Unconditional Firm (UF) or Conditional Firm (CF).
2. Allocation to rooms is based on date of application, earliest first. If we receive your application after 31st July we will offer you accommodation, if there is still some available.
3. Only one application per person will be accepted, but you can make choices in order of preference. We aim to accommodate applicants in accordance with their preferences, but it will not always be possible to do so.
4. 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, you may receive your offer before August.

### **Insurance or Clearing Process**

We will offer accommodation to insurance, clearing and late acceptances where possible, but this is subject to availability and is not guaranteed. If CCCU is your insurance choice, you can apply for accommodation only when you have been through the insurance or clearing process, as you need to be released from the contract by the university who originally gave you a UF or CF place. If accommodation is not available, you can be added to a waiting list or given advice. There is a wide variety of rooms available for students in the private sector.

### **Accepting an offer**

Students must accept online any offer of a room by the deadline stated in the licence offer usually in August, or the offer may be withdrawn. To proceed with the offer you have to follow all the instructions on the online process, including:

- Acceptance of Terms and Conditions;
- Paying the £250 pre-payment towards your accommodation fees (£500 for studio/1 bed flats);
- Pay all accommodation fees in full<sup>1</sup>, or set up a payment plan for 3 instalments to be paid in September, January and April.

Your accommodation is not ready for occupation until the start day of the licence, and you must complete the online induction process before you move in and are given keys.

February 2018

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<sup>1</sup> If you pay your full accommodation fees for the whole year before the start of the first term in September, or within 14 days of arrival, we will give you £250 credit for Catering and Food Court Services – student card, split into 3 instalments in September, January and April