

## **CANTERBURY CHRIST CHURCH ALLOCATION POLICY**

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, as long as you meet a few conditions you are guaranteed accommodation suitable for single occupancy for your first year.

### **Foundation and First Year Undergraduate Students**

CCCU accommodation is prioritised for full-time Undergraduate students in their Foundation and/or first year here, who are studying for a full academic year. This group of students will be guaranteed a study bedroom providing they meet the following criteria:

- The accommodation application is made online by 31 July in the year they are starting University;
- They have allocated CCCU as their “first choice” through the UCAS university application process.

Any student which satisfies the above criteria will be guaranteed a place in University residences.

Second and third year students - as well as those returning to study on a Masters, PGCE or PHD course, are also able to apply for single person, university-managed accommodation, if they have kept a clear payment account and not breached their previous accommodation licence, although this cannot be guaranteed

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

Full-time students with a medical condition or disability, and special requirements with regard to accommodation will be considered as a priority. Working closely with the University's Disability Advice Team, the Accommodation Team will identify the needs of individual disabled applicants and students with medical conditions in order to ensure that the most suitable single occupancy accommodation is allocated.

Disabled students and students with special requirements are given priority in the allocation of accommodation, as long as they are able to provide up to date, appropriate supporting evidence from a qualified medical practitioner, if required.

In order to be allocated the most appropriate accommodation, applicants must disclose their medical conditions, disability or specific requirements during the online application process and [register](#) with the Student Support, Health and Wellbeing Service, as well as completing [Additional Requirements for Accommodation](#). 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.

In special circumstances where, for example, a student would find it difficult/impossible 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 will be guaranteed accommodation in their first and second year, providing they meet the criteria above. Supporting documentation will be required on application.

Students under the age of 18 on 17 September (of year of entry) will be given priority allocation to the most appropriate accommodation, providing they meet all the criteria.

Applications from prospective EU Undergraduates will be treated in the same way as applications from prospective UK Undergraduates.

### **Postgraduate and Mature students**

International and EU Postgraduate students will be allocated a study bedroom as long as they meet the application criteria set out in the Terms and Conditions of Application for Accommodation.

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 who accept an offer to study at CCCU for a minimum of a full academic year, and who meet all university entry requirements, will be considered for a place in our accommodation provided an online application is received in advance of the year of entry. This does not constitute a guarantee that International applicants will be offered their preferred choice of accommodation.

International students will be allocated to mixed nationality accommodation - they will not have separate provision that segregates them from Home/EU students

### **Programmes of Student of One Term or Less**

CCCU offers Undergraduate and Postgraduate programmes that have teaching periods which differ from standard programmes. Erasmus students 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. 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 and Couples Accommodation**

We have a limited number of studio and one-bed flats that may be suitable for couples, and these are on a longer 51-week contract. We do not have family accommodation available, and will signpost families to the private sector.

### **Applications and Allocation Process**

Students are able to apply for accommodation via the online process, as soon as they have accepted a Conditional Offer or an Unconditional Offer to study at the University and the online portal is activated for applications.

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.

Students who make CCCU an Insurance choice will not be guaranteed accommodation. However, the Accommodation Team will attempt to provide accommodation - if available - and provide support by arranging advice or Accommodation Fairs. Help can also be found on finding accommodation through the private sector via the Accommodation Services website.

Students may still apply for accommodation once they are UF or CF and may be put on a waiting list. Accommodation which becomes available will be offered to the next eligible person on the waiting list. Students must accept any offer of a room by the deadline stated in the licence offer.

To proceed with the offer they have to follow all the instructions on the online application process, including acceptance of Terms and Conditions, paying the Pre-Payment fee, setting up a payment plan and providing valid guarantor information (where necessary).

Students who do not accept the licence for their room will automatically be placed back on the waiting list and may not get another offer if the accommodation is already full with allocations.

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