UNIVERSITY ACCOMMODATION ROOM OFFER POLICY FOR 2017/2018

University policy for offering rooms in University Owned halls of residence and University Partner accommodation.

Definitions

Conditional Firm (CF)	a Conditional Firm offer means that the University will offer you a place on a course if you meet certain conditions, which are usually based on exams results
Clearing	a system used towards the end of the academic cycle; if you have not secured a place at a University, it enables you to apply for course vacancies
Insurance	the offer that you have accepted as your second choice, in case you do not meet the requirements for your Firm Offer
Unconditional Firm (UF)	an Unconditional Firm offer means that you have met all the academic requirements and the University is happy to accept you onto a course

Room Offer Process

Priorty is given to applicants who:

(a) hold an Unconditional Firm offer (UF) and live further than 10 miles from their place of study
(b) hold a Conditional Firm (CF) which converts to an Unconditional Firm (UF) following receipt of exam results or other documentation required by your Faculty and live further than 10 miles from their place of study

We are only able to make you an offer of accommodation once your status has changed from CF to UF. It may take up to 48 hours, once you have accepted a firm course offer, for your records to be updated on the University system and only then will you be ble to apply for accommodation. We cannot guarantee your preferred choice of accommodation or guarantee single sex accommodation as places are subject to availability.

Please also note that we cannot prevent people of the opposite sex visiting or staying overnight in single sex accommodation in line with the University Overnight Visitor Policy.

We will endeavour to accommodate you close to your place of study, however, this is dependant upon availability at the time of allocating the rooms.

When a room is offered you will receive an email advising you to go back on-line; you will be required to follow the instructions given in the email. The email address we use will be the one that you used to register on-line when you initially applied for the accommodation.

All students will be required to make an advance payment and /or deposit (this will depend on the allocation to a University owned/partner accommodation) to accept the offer of accommodation by a deadline date; if you have not responded within the stipulated period the offer will be withdrawn and the room will be re-offered to another student. UK students will be given three days and International/EU students will be given five days in which to accept the offer of accommodation. It is therefore essential that you keep checking your emails daily.

If we have withdrawn your offer and you still require accommodation you will be required to make a new application and your application will be placed accordingly in the queue to await allocation.

Accommodation offers

Room offers will commence from:

- From **3 April 2017** for all students holding an accepted unconditional firm offer (UF)
- From **17 August 2017** for all students awaiting exam results

The offer of accommodation applies to students for their first year of study providing applicants:

- have made Birmingham City University their firm choice
- have received and accepted an offer onto a course
- live further than 10 miles from your expected place of study
- have applied for accommodation by the advised date

Accommodation Preferences

Oscott Gardens – University Owned
City South Campus (Oakmount and Westmount) – University Owned
University Locks – Partner Accommodation
Unite Students Jennens Court – Partner Accommodation
Derwent Students The Heights – Partner Accommodation
Unite Students Curzon Gateway – Partner Accommodation
Belgrave View campus living villages – Partner Accommodation

Autumn 2017 Entry

Application should be made by 31 July 2017

City North Campus Students

Students studying at the City North Campus will be offered accommodation (as long as you meet the offer of a room criteria) at Oscott Gardens, City North Student Village and not in the city centre.

City Centre Campus Students

Students studying at the City Centre Campus will be offered accommodation (as long as you meet the offer of a room criteria) at the city centre halls of residence dependent on availability at the time of offering the rooms. Generally, the city centre rooms are oversubscribed and therefore students may be offered an alternative room at Oscott Gardens, City North Student Village.

Conservatoire Students

Students studying at the Conservatoire will be offered accommodation (as long as you meet the allocation of a room criteria) at University Locks or Belgrave View campus living villages where there are bespoke 24/7 practise rooms available.

City South Students – September intake

Students studying at the City South Campus will be allocated accommodation (as long as you meet the allocation of a room criteria) at City South Campus or Belgrave View campus living villages

International Fee-paying Students

We will make an offer of accommodation to International students so long as you have been offered and have accepted a place on a course and have applied for accommodation by **31 August 2017**

The offer of accommodation may extend for the duration of your course. You will be required to submit a new application form for each academic year.

Semester 1 Students

We will make an offer of accommodation to Semester 1 students at (Oscott Gardens) City North Student Village (for September 2017 - January 2018) so long as you have been offered and have accepted a place on a course, live outside of Birmingham and have applied for accommodation by **31 August 2017**.

Semester 2 Students

We will make an offer of accommodation to Semester 2 students at (Oscott Gardens) City North Student Village (for January 2018 - June 2018) so long as you have been offered and have accepted a place on a course, live outside of Birmingham and have applied for accommodation by **15 December 2017**.

January Intake

Initially you will be provided with a room offer until the end of Semester 2 (June/July 2018). Should you require accommodation after this date you will be required to contact the Accommodation Services Team

We will endeavour to offer you a room close to your place of study subject to availability (as long as you meet the offer of a room criteria).

Insurance/Clearing Students

We will aim to provide you with a room in University accommodation, depending on the location of your permanent home in relation to your place of study and the date of your application. If there are no rooms available we will assist you in finding alternative accommodation with a University approved provider. You must apply through the on-line process if accommodation is required by **31 August 2017.**

Local Students

Local students, defined as students who live within a 10 mile radius from their place of study, can apply for accommodation using the on-line process. Local students are not guaranteed accommodation however, we will assist in locating appropriate accommodation within University appointed providers. Subject to availabilty rooms will be offered at the end of the allocation process to (Oscott Gardens) City North Student Village.

Care Leavers

A care leaver is someone who has previously lived with foster parents, in a children's home, orphanage, or sheltered accommodation who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday (The Children (Leaving Care) Act 2000).

We will guarantee you accomodation for 365 days a year, and for the duration of your course. Please note due during the the summer vacation you may be required to move rooms. You will be required to submit a new application form for each academic year by the advised deadline date.

Students with Disabilities

We recognise that leaving home for the first time can be a stressful experience for all students and this may impact on you more if you have a disability or long/short-term health condition which may be affected by the type of accommodation that best suits your requirements. If there are medical or mobility factors which have a bearing on your accommodation needs it is essential you provide full details and supporting evidence at the time of application to enable us to allocate appropriately.

Please note, if you accept an offer of a course through insurance or clearing we may be unable to meet all your requirements by the start of your accommodation contract.

We guarantee that if you have a physical or sensory disability or a long-term health condition which causes you significant difficulties in your day to day life you will be offered accommodation for the duration of your course if required.

If you have any questions regarding suitable accommodation please contact us by email at accommodation@bcu.ac.uk

Summer Vacation Accommodation- for students living in (Oscott Gardens) City North Student Village, City South or University Locks

Vacation accommodation is available for students who are studying during the vacation period, subject to availability, 16 June (University Locks) 23 June (City North Student Village and City North) – 31 August 2018. Bookings are for a minimum 2 week period. Information about applying for vacation accommodation will be displayed at halls of residences and on Faculty

plasma screens from **March 2018.** The deadline for receipt of applications is normally two weeks after this date. An email will be sent advising you how to accept the room offer.

Payment for vacation accommodation is required in full at time of acceptance. Please note it may be necessary for students to relocate to another halls of residence during this period

Allocation of rooms during the Academic Year

Accommodation Services can/will allocate to rooms during the academic year and will ensure the student fits the criteria of the flat/room they have been allocated.

Equality and Diversity

The University operates an Equal Opportunities Policy and, accordingly, Accommodation Services offers accommodation to students regardless of race, sex, religion, disability or sexuality. It is expected that students in University accommodation will uphold the principles of this policy and be tolerant towards each other.

Confidentiality

Information you provide to Accommodation Services about your requirements will be disclosed to relevant staff within the Accommodation, Security and Student Affairs teams.

We undertake not to share this information with anyone else without your permission, as this would be in breach of your rights under the Data Protection Act.