UNIVERSITY ACCOMMODATION OFFER POLICY FOR 2026-27

Policy for offering rooms in University Locks and University Partner accommodation

Definitions

Unconditional Firm	an Unconditional Firm offer means that you have met all the academic requirements, and the University is happy to accept you onto a course (subject to the fulfilment of any non-academic requirements that are applicable, such as Occupational Health clearance and/or a DBS check).
Conditional Firm	a Conditional Firm offer means that the University will offer you a place on a course if you meet certain academic conditions, which are usually based on exams results. Conditional offers are also subject to the fulfilment of any non-academic requirements that are applicable, such as Occupational Health clearance and/or a DBS check.
Insurance	the offer that you have accepted as your second choice, in case you do not meet the requirements for your Firm Offer
Clearing	a system used towards the end of the academic cycle to allow applicants who have not secured a place at a university or for those who wish to study on a different course or at a different university than originally chosen, to apply for course vacancies

Application Process

- Visit the Accommodation website to view the portfolio which includes a list of all the facilities, rents and photographs
- Application opens on **03 February 2026**
- Once you have accepted a Conditional/Unconditional firm Course Offer at Birmingham City University, you will be sent an email for you to access the Accommodation Portal to register and complete the on-line application
- Select the application pathway
- Select the number of accommodation preference/s required
- Select the appropriate licence/contract which is applicable to your course
- Add any additional information which may be relevent to your allocation
- Check the box to agree to the terms and conditions and then submit your application
- You will then receive an email confirming that your application has been received

Accommodation offers

All first-year, full-time home, and International students are guaranteed University accommodation if they have firmly accepted an offer in the main application cycle and apply by the deadline date.

Application Deadline Dates

- UK Students - 31 July 2026
- International Students – 31 August 2026
- Clearing Students – (Guarantee deadline date) 31 August 2026

Room Offer Process

Accommodation allocation starts from **10 February 2026**

If you hold a Conditional Firm Course Offer (CF)

- You will receive an email from Accommodation Services, which will include your **reserved** room details.
- Once your course status changes (following entry requirements) to unconditional firm (UF), we will then email you your **confirmed room offer**.
- You will then be required to complete the acceptance/booking process by the accommodation offer deadline date.

If you hold an Unconditional Firm offer (UF)

- You will receive a **confirmed** Room Offer email from Accommodation Services, which will show your room details.
- You will then be required to complete the acceptance/booking process by the accommodation offer deadline date.

We cannot guarantee your preferred choice of accommodation or guarantee single gender accommodation as places are subject to availability.

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 log in to the Accommodation Portal; you will be required to follow the instructions given in the email. The email address we use will be the one that was used when you initially applied for the accommodation.

For the majority of the accommodation, a guarantor will be required. You will also be required to make an advance payment and /or deposit (this will depend on the allocation to a University managed/partner accommodation) to accept the offer of accommodation by a deadline date. If you are unable to provide a guarantor you may be required to pay the full Residence Fee in advance at the time of offer. 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 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 you have not contacted us and missed the deadline date to accept, the offer of accommodation will automatically be withdrawn.

If your room offer is rejected or withdrawn 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 Portfolio

University Locks	University Managed accommodation
Staniforth House	Partner accommodation managed by Unite Students
Lakeside	Partner accommodation managed by Unite Students
The Heights	Partner accommodation managed by Canvas
The Old Fire Station	Partner accommodation managed by Canvas
Bentley House	Partner accommodation managed by Yugo
Queens Hospital Close	Partner accommodation managed Host Students
Beech Gardens	Partner accommodation managed by Almero
Hamstead	Partner accommodation managed by Evenbrook

Family Accommodation

All of the accommodation in the portfolio is single occupancy only, therefore we do not accommodate couples and families.

Mature/Postgraduate students

We are able to offer accommodation to mature/Postgraduate students and we will attempt to allocate all Postgraduate students together but this cannot be guaranteed.

September UK Intake

We are able to offer accommodation to Undergraduate students in the accommodation portfolio so long as you have accepted a place on a course and have applied for accommodation by **31 July 2026.**

September International Intake

We will make an offer of accommodation to International students so long as you have accepted a place on a course and have applied for accommodation by **31 August 2026.**

BCUIC Students

We will make an offer of accommodation to our BCUIC students so long as you have accepted a place on a course and have applied for accommodation by **31 August 2026.** If you wish to apply for accommodation after this date, please contact the Accommodation Office for availability of accommodation and your application will be considered on an

individual basis. **For January and May in-take students this will be subject to availability.**

Semester 1 Students

Subject to availability we will aim to make an offer of accommodation to Semester 1 students at University Locks or The Heights (September 2026–January 2027), so long as you have been offered and have accepted a place on a course, meet the room offer criteria and have applied for accommodation by **31 August 2026.**

January Intake/Semester 2 Students

Subject to availability we will aim to make an offer of accommodation to Semester 2 students at University Locks or The Heights (January 2027 – June/August 2027. dependent on course), so long as you have been offered and have accepted a place on a course, meet the room offer criteria and have applied for accommodation by **5 December 2026**. Please note you may be required to move rooms from June.

Clearing Students

You are guaranteed accommodation with Birmingham City University if you apply for accommodation before **31 August 2026.**

We are able to offer accommodation, subject to availability, within the University portfolio so long as you have accepted a place on a course and have applied for accommodation by **30 September 2026.**

Under 18s

All student accommodation is an adult environment where most residents are aged over 18. Students sharing a flat with a student under the age of 18 will not have been vetted. All bedrooms are single occupancy however students will share kitchen/dining/lounge facilities.

Care Leavers/Care Experienced/Estranged Students

We will guarantee you accommodation for the duration of your course, so long as all accommodation fees have been paid and there have been no breaches of contract. You will be required to submit a new application form for each academic year by the advised deadline date.

Please note: depending on the accommodation you have selected you may be required to move rooms during the summer vacation period.

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).

You can find out further information on how we support Care Leavers and Care Experienced students here

Transgender Students

If applying for accommodation in the BCU portfolio, you can declare your trans status on application and request accommodation to meet your needs. If you choose not to declare at this point, you will still be able to request a change of accommodation later on the basis of your trans status (subject to availability).

If you disclose your trans status while already living in accommodation in the BCU portfolio you will be asked what type of accommodation you would prefer e.g. mixed gender or single gender. We will take all reasonable steps to place you in your preferred accommodation. However, there may be occasions when this is not possible e.g. because all accommodation in the BCU portfolio are booked up. In this instance, Accommodation Services will support you to seek suitable alternative accommodation elsewhere.

If transitioning whilst at University, you may reasonably request that your accommodation in the BCU portfolio arrangements be re-assessed and a room transfer offered if available. We will facilitate such requests wherever reasonably possible.

If you live at University Locks and wish to move to new accommodation, Accommodation Services will seek to arrange a move to the most appropriate type of accommodation as soon as reasonably possible. If there is no suitable alternative accommodation in the BCU portfolio, we will consider releasing you from your contract and providing assistance to find suitable alternative accommodation.

Students with Disabilities

If you have a disability or long term medical condition and you require adjustments it is essential that you contact Accommodation Services as soon as possible to discuss your specific requirements. We can only make you a room offer once we are able to confirm that appropriate accommodation is available and reasonable adjustments can be made. We may be able to offer you accommodation for the duration of your course but due to possible changes in the portfolio please note that this may not be the same accommodation each year.

If you have a personal support worker who will be enabling you to live independently at university, we can also provide a room for them (the student will be responsible for the full cost of this room).

To ensure you receive the appropriate support with your studies, it is recommended that you contact the Disability Services and inform them of your disability and the adjustments you require. Further information about the team including their contact details is available here.

Please see the Data Protection and Confidentiality section below in relation to declaring your disability to Accommodation Services.

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

Allocation of rooms during the Academic Year

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

Accommodation Contracts

The University reserves the right to vary accommodation allocations as reasonably necessary for the purposes of good management of the accommodation.

The University reserves the right to relocate the Student to comparable alternative accommodation (which may be at another halls of residence) during the Period of Residence where it is reasonable to do so, and if in the opinion of the University the Student's health or behaviour constitutes a serious risk to the health and safety and/or wellbeing of the Student and/or other students and/or staff, and/or presents a serious risk to other people's property

Consultation may include:

Meetings with Students' Union representatives.

Focus groups with affected students.

Student forums or drop-in sessions.

Individual discussions with students where circumstances are particularly complex or sensitive.

Students will be provided with:

Clear information regarding the issue.

Expected timescales for resolution.

Proposed mitigation measures.

Information regarding potential compensation principles.

Opportunities to provide feedback and alternative suggestions.

Equality and Diversity

The University operates an Equality, Diversity and Inclusion Policy and, accordingly, Accommodation Services offers accommodation to students regardless of race, gender, 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.

Data Protection & Confidentiality

The University's Privacy Policy Statement explains what happens to the personal information you provide to the University, or the University collects from you and explains your data protection right. We will use information collected about you during the accommodation application process which is used for the administration and allocation of accommodation

through the delivery of the accommodation service. Our lawful basis for the processing of your personal data is on contractual grounds to enable the provision of accommodation, which will be subject to a contract between you and the relevant accommodation provider including the University were applicant.

We may share your data with other departments and faculties within the University, only where necessary, for the delivery of the accommodation services.

If you provide any information relating to a medical condition or disability during your application this is special category data as defined under data protection legislation. This will only be shared with other departments of the University or an accommodation partner to which you have applied where necessary to assess the suitability of accommodation or support any reasonable adjustments for you. Our lawful basis for processing your special category data will be either because we hold your explicit consent to process that data, or where we have a statutory requirement to process such information in accordance with Schedule 1, Part 2, Para 6(2)(b) as there is a statutory requirement to process that data. This means there a law that requires the University to ensure appropriate assistance or accommodation is provided to you, such as under Health and Safety, and Equality law.

Where you have already declared a medical condition or disability to the Enablement and Wellbeing Team you may have already agreed for this information to be shared with relevant Accommodation Service staff. This information will be used to provide appropriate support and reasonable adjustments for your accommodation or interactions with the Service where appropriate.

If you wish to inform Accommodation Services about a medical condition or disability but have not already agreed for your information to be shared via the Disabilty Team we ask that you contact Accommodation Services team on **0121 331 5191** or accommodation@bcu.ac.uk to provide the information.