

## UNIVERSITY ACCOMMODATION ROOM OFFER POLICY FOR 2018/2019

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

### Definitions

**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 (subject to the fulfilment of any non-academic requirements that are applicable, such as Occupational Health clearance and/or a DBS check.)

**Conditional Firm (CF)** 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 [www.bcu.ac.uk/accommodation](http://www.bcu.ac.uk/accommodation) to view the portfolio which includes a list of all the facilities, rents and photographs
- Once you have accepted a Conditional/Unconditional firm Course Offer at BCU an email will be sent to you to access the accommodation portal to complete the on-line application
- Complete the application pathway which is relevant for the location of your course
- Select your accommodation preference/s
- Select the appropriate licence/contract which is applicable to your course
- 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**

Room offers will commence from:

- From **3 April 2018** for all students holding an accepted unconditional firm offer (UF)
- From **16 August 2018** 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

### **Room Offer Process**

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 cannot guarantee your preferred choice of accommodation or guarantee single sex 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 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 was used when you initially applied for the accommodation.

All students will be required to provide a guarantor and 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 will 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/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 Preferences**

University Locks – Managed Accommodation  
Unite Students Jennens Court – Partner Accommodation  
Unite Students Staniforth House – Partner Accommodation  
Unite Students Lakeside – Partner Accommodation  
Student Roost The Heights – Partner Accommodation  
campus living villages Belgrave View – Partner Accommodation  
campus living villages Bagot Street – Partner Accommodation

## **September 2018 Entry**

Application should be made by 31 July 2018

## **Postgraduate students**

We are able to offer accommodation to Postgraduate students however this is not specific for Postgraduate students and may be shared with Undergraduate students

## **City Centre Campus Students – September intake**

Students studying at the City Centre Campus will be offered accommodation (as long as you meet the room offer 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 Belgrave View.

## **City South Students – September intake**

Students studying at the City South Campus will be allocated accommodation (as long as you meet the room offer criteria) at Belgrave View

## **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 2018**

## **Semester 1 Students**

Subject to availability we will aim to make an offer of accommodation to Semester 1 students at University Locks or Belgrave View depending on location of course (for September 2018 – December 2018/January 2019) 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 2018**.

## **Semester 2 Students**

Subject to availability we will aim to make an offer of accommodation to Semester 2 students at University Locks or Belgrave View depending on location of course (for January 2019 – June/July 2019) 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 **14 December 2018**.

## **January Intake**

Subject to availability we will aim to provide you with a room offer until the end of Semester 2 (June/July 2019 depending on location of accommodation). We will endeavour to offer you a room close to your place of study subject to availability (as long as you meet the room offer criteria).

## **Insurance/Clearing Students**

We do not guarantee but will aim to provide you with a room in University accommodation. 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 2018**.

## **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 aim to assist in locating appropriate accommodation within University appointed providers. Subject to availability rooms will be offered at the end of the allocation process .

## **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 accommodation for the duration of your course. Please note 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**

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 full cost of this room will be payable).

To ensure you receive the appropriate support with your studies, it is recommended that you contact the BCU Student Affairs, Enablement and Wellbeing Team and inform them of your disability and the adjustments you require. Further information about the team including their contact details is available here [www.bcu.ac.uk/student-info/student-affairs](http://www.bcu.ac.uk/student-info/student-affairs)

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](mailto:accommodation@bcu.ac.uk)

### **Summer Vacation Accommodation - University Locks**

Vacation accommodation is available for students who are studying during the vacation period, subject to availability 15 June – 31 August 2019. 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 2019**. 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.

### **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. The full statement is available at <http://www.bcu.ac.uk/privacy-policy>. We will use information collected about you during the accommodation application process. This will be used for the administration and allocation of accommodation and to deliver the accommodations service.

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 this is sensitive personal information under data protection legislation. This will only be shared with other departments of the University with your consent.

Where you have already declared a medical condition or disability to the University's Enablement 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 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 University's Enablement team, we ask that you contact Accommodation Services team on 0121 331 5191 [accommodation@bcu.ac.uk](mailto:accommodation@bcu.ac.uk) to provide the information.