

Accommodation and Campus Services

ALLOCATION POLICY FOR UNIVERSITY/PARTNERSHIP ACCOMMODATION

1. Create an annual Allocation Plan to ensure that the University honours its guarantee to undergraduate and postgraduate students.
2. The University Provides accommodation to satisfy the demand from:
 - Undergraduates
 - Postgraduates
 - Short stay students
 - International students
 - Home students
 - Disabled students/students with special requirements
3. Ensure that guaranteed students are offered University/Partnership accommodation.
4. Ensure that students are housed in their first/second choice or in a suitable alternative depending on availability.
5. Ensure that students are informed of their Sheffield address before they arrive in Sheffield.
6. Ensure that minors are offered accommodation in accordance with Accommodation and Campus Services Under 18's Policy.
7. Aim, where possible, to integrate students of different race and culture to promote inter-racial, interpersonal and inter-cultural understanding within the community.
8. Ensure that suitable accommodation is reserved for returning students and offer a choice of accommodation and room type.
9. Provide returning students with the opportunity to apply as a group for accommodation.
10. Give preference to international students requiring family accommodation.
11. Provide families with the opportunity to renew their contracts annually until the end of their course (subject to availability).
12. Ensure, where possible, that family properties are not under or over occupied.
13. Operate a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender or disability.

14. Ensure that students are offered accommodation in accordance with Distance Selling Regulations.
15. As required, keep a Waiting List of interested applicants for accommodation.
16. Offer all residents the opportunity to transfer between the different types of accommodation subject to availability on payment of a transfer fee. Transfers will not be considered until 4 weeks after the contract start date.
17. Consider applications for release from the Residence Contracts in accordance with the Termination Policy.
18. Review the Allocations Policy on an annual basis.

February 2009
See Under 18's Letting Policy