

## Accommodation and Commercial Services

### ALLOCATION POLICY FOR UNIVERSITY/PARTNERSHIP ACCOMMODATION 2011

We will:

1. Create an annual Allocation Plan to ensure that the University honours its accommodation guarantee to undergraduate and postgraduate students.
2. Provide accommodation to satisfy the demand from:
  - Undergraduates
  - Postgraduates
  - Short stay students
  - International students
  - Home students
  - Disabled students/students with special requirements
3. Aim to allocate students their first or second choice of accommodation or a suitable alternative, depending on availability.
4. Aim to inform students of their Sheffield address before they arrive in Sheffield.
5. Ensure that minors are offered accommodation in accordance with the Accommodation and Commercial Services Under 18's Policy.
6. Aim, where possible, to integrate students of different race and culture to build a diverse student community.
7. Ensure that suitable accommodation is reserved for returning students, offering a variety of properties and room types.
8. Give preference to international students requiring family accommodation.
9. Ensure, where possible, that family properties are not under or over occupied.
10. Allocate accommodation in accordance with the University's Equality and Diversity Policy.
11. Provide a number of single sex flats, taking into consideration that visitors to the flat or property may be from the opposite sex.
12. Ensure that students are offered accommodation in accordance with Distance Selling Regulations.
13. Keep a waiting list of interested applicants for accommodation, as required.
14. 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 four weeks after the contract start date.
17. Review the Allocation Policy on an annual basis.

*March 2011*