Accommodation Services
Allocation Policy for University-Managed and Managed Partnership Accommodation

Purpose Statement
To create an annual allocation plan to ensure that Newcastle University honours its guarantee to first year undergraduate and postgraduate students and that the accommodation is allocated in an appropriate and fair manner.

Applicability and Scope
The policy applies to any prospective student applying for accommodation at Newcastle University whether covered by the accommodation guarantee or not.

The University has over 5,000 rooms split across a range of University-Managed residences and including 1,200 rooms in block Managed Partnership schemes with Abodus Student Living, Downing Students, Liberty Living and Unite Students. The majority of the accommodation is suitable for single students with 14 units for couples and 42 family flats.

Definition
University-Managed: accommodation owned and managed by the Newcastle University Accommodation Service.

Managed Partnership: accommodation owned by a private provider whereby Accommodation Services have entered into a nominations agreement to reserve rooms for Newcastle University students.

Accommodation guarantee: the guarantee to offer a bedroom to any single student who meets the criteria of the accommodation guarantee.

Policy Statements
Single Students:
1. We will allocate students who meet the accommodation guarantees before any other applicant. Depending on availability, once the guarantee has been met, we will aim to allocate non-guaranteed students, namely part-year students.
2. To allocate students to their preferred choice of accommodation where possible or in a suitable alternative depending on availability.
3. Allocations will begin in May and we aim to process applications as follows:
   • International Undergraduates who are holding a Firm offer (either unconditional or conditional) – we aim to process applications from 1 May onwards and will continue until all guaranteed applications are complete;
   • Postgraduates who are holding an Unconditional Firm offer and have paid the relevant Application Fee – we aim to process applications during the first two weeks of July and will continue until all guaranteed applications are complete;
   • Undergraduates who are holding an Unconditional Firm offer by 30 June – we aim to process applications during the first two weeks of July;
   • Undergraduates who are holding a Conditional Firm offer – we aim to process applications upon confirmation of meeting the conditions of the academic offer. We aim to send offers of accommodation post Results Day (after 15 August) and will continue until all guaranteed applications are complete;
   • Undergraduates who are holding Insurance offers who become Unconditional Firm on A-level results day – we aim to process applications from 20 August
onwards;

- **Undergraduates** who apply through Clearing and Adjustment System and meet the terms of the clearing guarantee – we aim to process your application within 48 hours of it being submitted.
- **Non-guaranteed** students – if we are able to make you an offer of accommodation, we expect to do so by 31 August

4. We aim to facilitate the integration of students to promote inter-racial, inter-personal and inter-cultural understanding within the community.

5. We will designate a limited number of rooms in our undergraduate accommodation as an Alcohol Free/ Quiet Area. Please note, that a guarantee of such a room is not possible and these areas will be self-policing.

6. To ensure, where possible, that there is a balance of male and female students from a range of courses, in the accommodation.

7. Where possible, group students of similar type (ie undergraduate/postgraduate) together in accommodation.

8. Undergraduate’s aged up to 24 at the time of registration, will be offered accommodation with other undergraduate students. Students aged 25 and above at the time of registration, will be able to apply to live in either undergraduate or postgraduate accommodation.

9. Offer International undergraduate students a guarantee to continue in residence for the full duration of study, subject to availability.

**Family Accommodation:**

1. Give preference to International and European students requiring family accommodation.

2. Give preference to new family applications each year and then, subject to stock availability, allow current families an opportunity to renew the contract for a further year on a first come first served basis.

3. Ensure, where possible that family flats are not under or over-occupied.

**Couple Accommodation:**

1. To allocate where possible to students who require accommodation for themselves and a partner.

2. Ensure that if children are born during the term of contract, the family will be moved to family flats or released to find more suitable accommodation.

3. Subject to stock availability, allow current couples an opportunity to renew their contract for a further year on a first come first served basis.

**Continuing Students:**

1. Priority allocation is given to new first year students. Dependant on stock availability, we may be able to offer accommodation to students for second or third year. If this is possible, we will contact students to discuss current availability.

2. Students with medical, disability or special circumstances will be considered as a priority.

**Responsibilities**

**All Accommodation:**

1. To operate a fair lettings policy that does not discriminate on grounds of age, race, gender, religion, disability, sexual orientation or marital/parental status.

2. Postgraduate allocations will be made following the conditions of study being met and ‘confirmation of a place’ (COP) being received, along with payment of the relevant Application Fee.

3. Undergraduate allocations will be made following acceptance onto an academic place of study.
4. For students who are made an offer of accommodation and are unsuccessful in obtaining a confirmed place, the allocation will be cancelled and any advance payments refunded in full.

5. Allocations are made using a computer generated random number that is awarded to each application on the day of allocating - not based on the date the application was completed.

6. As far as possible, ensure that students are advised of their Newcastle address prior to arriving at the University.

7. Ensure that students under the age of 18 are allocated in accordance with ‘Our Responsibilities’ stated in our “Under 18 Students in Residence Policy”.

8. To support students that require specific accommodation due to disabilities or long-term health needs in accordance with our “Access for All” leaflet.

9. Keep a waiting list of interested applicants if the need arises.

10. Offer all residents the opportunity to transfer or swap accommodation depending on suitability and availability of rooms. Room transfers are only available to vacant rooms that are not already contracted to another student under the Re-let Policy.

11. To review the Allocations Policy on an annual basis.