

Accommodation Services

Allocations Policy and Process

Purpose Statement

To provide clear guidelines on how Newcastle University Accommodation Services will process applications for accommodation ensuring students are allocated in a fair and transparent manner,

Applicability and Scope

This policy is applicable to any prospective student applying for accommodation at Newcastle University

Definitions

University-owned: accommodation owned by Accommodation Services.

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

Purpose-built Student Accommodation (PBSA): accommodation built specifically for students, not owned by Accommodation Services nor have Accommodation Services entered into a nominations agreement with the private provider. In exceptional circumstances, Accommodation Services may obtain PBSA rooms in order to fulfil their accommodation commitment to new entrants.

Policy Statement

Eligibility Criteria

Applications for accommodation are welcome from all prospective students holding an offer to study at Newcastle University. All offer holders will be notified when the accommodation application portal is available.

Accommodation will be offered to all new* entrants studying an undergraduate or postgraduate taught course for the full academic year, providing they have made Newcastle University their firm choice and will be studying on campus from September 2020..

Applicants with an insurance offer are eligible to apply; however, applications will not be processed until an offer to study at Newcastle University has been firmly accepted and all initial Firm Offer applications have been processed.

Students who apply to the university via clearing are eligible to apply for accommodation from 24-48 hours having accepted their place to study via UCAS track.

Accommodation will be offered in either university-owned, managed partnership or in other purpose built student accommodation (PBSA) in the city.

Students choosing to remain at home to partake in online distance learning and join campus in semester two will be considered alongside semester and part-year students.

A proportion of rooms will be reserved for returning students. The number of rooms will vary depending on recruitment targets and student requirements.

One semester and part-year students are eligible to apply; however, applications will only be processed if rooms remain vacant following the allocation of full year, firm, insurance and Clearing applicants.

International undergraduate students are guaranteed to continue in residence for the full duration of study, subject to availability.

Students applying with partners or families will be considered for couple or family accommodation and will be allocated subject to availability.

Allocations Process

The allocation process is managed by Accommodation Services and is informed by student recruitment data, student application forms, and advice from the wider University.

Applications are not processed on a time received basis; however, applications received after 31 July 2020 will be processed as 'late applicants'.

The order of allocation is determined by assigning the applicant with a random computer-generated number. We will then aim to match the accommodation choices with our availability.

All applications will be processed following the receipt of A-Level results and in the following order:

- Firm offer holders who applied before 31 July 2020
- Firm offer holders who applied after 31 July 2020 (late applicants)
- Insurance and Clearing applicants
- Students not covered by the 'New Student Offer'

Whilst every effort is made to allocate applicants according to accommodation choices, this is not always possible due to the demand for particular residences and the limited availability of certain types of accommodation and/or locations. We cannot guarantee an applicant will receive one of their accommodation choices and we reserve the right to make an alternate allocation in line with room availability.

Students with a disability or medical condition

Any applicant requiring accessible accommodation due to a disability or medical condition should make Accommodation Services aware of their particular needs at point of application and submit further medical evidence to allow Accommodation Services to work with applicants to assess their needs and make all reasonable adjustments to ensure that they can access appropriate accommodation.

If an applicant fails to provide this information, or only does so after they have been allocated accommodation, Accommodation Services may not be able to provide suitable accommodation.

For students applying late, via insurance or clearing we will make every effort to allocate you to a room to meet your particular needs, but this may not be possible due to availability of rooms.