

Student Residences for September 2010 Allocation of Current Residents

This policy relates to the forthcoming academic year 2010/11 and it should not be assumed that the policy will remain the same for any subsequent years.

It is anticipated that applications will exceed the number of rooms available and applicants must understand that they are **NOT GUARANTEED** a room in any Residence.

Applications will not be considered from students if their accommodation fees for the current year are in arrears or they are in debt for accommodation fees or charges from previous years.

The Accommodation Office reserves the right to reject an application from individuals who have caused damage to residential property or distress to other residents during a period of residency, or has been the subject of any disciplinary action during a period of residency.

Who can apply?

- All current enrolled students who are expecting to re-register in September 2010 and those re-taking their first year in September 2010.
- Postgraduate students who will continue their postgraduate studies for the whole of the 2010/11 academic year.

Declaration of Interest forms **MUST** be returned to the Accommodation Office.

Any current resident with medical conditions or disabilities occupying an adapted room will be allowed to request accommodation for the 2010/11 academic year. Students should note that mention of special circumstances affecting their accommodation requirements will not in itself guarantee that a room will be available.

How do I apply?

The first phase of Accommodation Declaration of Interest forms (current returning residents and special needs cases) will be provided in hardcopy and must be returned to the Accommodation Office (3rd Floor Andrews Building) by **4pm on Friday 26 February 2010**. Applications received after this date will not be considered under ANY circumstances until all other applications have been dealt with.

Second phase Accommodation Declaration of Interest forms (current 1st year residents and all other non-resident students) will be available to download from the Portal on **Friday, 5 March 2010** and must be returned to the Accommodation Office (3rd Floor Andrews Building) by **4pm on Friday 19 March 2010**.

http://portal-live.solent.ac.uk/services/accommodation/accommodation_home.aspx

Follow the links for Returners Accommodation.

There will be a finite number of places available. After the specified closing date applications will be considered in the following order:

- Current residents who meet the criteria for medical conditions or disability
- First come, first basis for current 'returning' residents (2nd, 3rd and 4th Year students in September 2010)
- First come, first basis for current 1st year residents
- First come, first basis for all other non resident students

What accommodation is available?

Returner's accommodation is available in the Emily Davies Student Residence (non en-suite), Deanery and David Moxon Annexe Student Residences (en-suite).

Students may make a 'group' application to live in the same flat in Emily Davies only. The group must not consist of more than 4 students. The application will be considered as a group application. Students applying as a 'group' must be responsible for ensuring their applications are sent together to the Accommodation Office. Students will only be considered as a 'group' if all the applicants are mentioned on each of the Accommodation Declaration of Interest forms. The Accommodation Office cannot be responsible for errors or omissions made by students on their Declaration of Interest forms.

When will I hear if I have got a room?

It is hoped that successful applicants from Phase One will receive a Provisional Offer by letter addressed to their student residence by **12 March 2010** and Phase Two applicants addressed to their student residence or term time address by **22 March 2010**. Students are required to accept the offer and return it to the Accommodation Office within the period specified in the letter in order to reserve the room. The Accommodation Office cannot be held responsible if students fail to check their mail. Failure to return the acceptance by the specified date will result in the offer being cancelled.

What happens next?

After provisional places have been accepted the Accommodation Office will send out Residence Agreements to confirm the room. **Confirmed places require a pre-payment of £250.00.** A payment authorisation form will be provided with Residence Agreement. The Accommodation expects to send this information out by the end of May 2010.

Students are required to accept the offer and return the signed Residence Agreement and completed Payment Authorisation to the Accommodation Office within the period specified in the letter in order to secure the room. Failure to respond by the specified date or non payment of the pre-payment will result in the offer being cancelled.

Once signed and returned the Residence Agreement will be legally binding and students may only withdraw from the contract and reclaim their pre-payment if a suitable replacement can be found or if they do not return to their studies in September 2010. All requests to terminate the contract must be put in writing to the Accommodation Office.

If a student fails at any time to reply within the specified time limits the offer of accommodation will be withdrawn.

Unsuccessful applicants will be informed by email. They will be invited to let the Accommodation Office know if they still wish to be considered for a room in the residences should one become available later in the application process.

Late applications - those received after the specified deadline dates - will not be considered under ANY circumstances unless there are rooms available once all students who applied in time have been satisfied.