

# Allocation of Student Residential Accommodation Policy and Procedure

Myerscough College recognises the importance of offering any potential full-time student the opportunity to be resident on the College's campus to enable them to undertake their course and benefit from the residential experience. However, it is also necessary to ensure that this opportunity is offered to those students with the greatest need. The College seeks to make this process as uncomplicated as possible and ensure that no student is discriminated against as a result of their medical or physical requirements. This process ensures that all applicants are dealt with systematically and are treated fairly and equally.

The aim of this policy is to clearly indicate the criteria used and the procedure for the allocation of student residential accommodation at Myerscough College.

This policy relates to all full-time students who seek and choose to live in accommodation on the College campus.

It does not relate to residencies taken up by students on a personal or private basis off campus.

The allocation of residential accommodation for students at Myerscough College is carried out by the Residential Operations Team in liaison with the Residential Support Manager.

All allocations are made in accordance with the set criteria.

## Procedure

### 1. Stage 1: Application

*This stage is managed by the Student Admissions Team.*

- 1.1 The applicant selects their chosen course of study and submits an application in accordance with the Student Admissions Policy and Procedure.
- 1.2 The applicant is provided with access to detailed information in relation to Accommodation and Residential Services via the online portal from the application stage. Paper copies and large print are available on request. Introductory information is available on the College website and paper copies are also available on request.
- 1.3 The applicant is offered a place on their chosen course and is provided with log-in details for MyPage.
- 1.4 The student and their parent/guardian (if the student is under 18) should complete consent and indemnity information, together with emergency contact details, important medical information and agree to the terms and conditions through the Details tab on the student's MyPage.
- 1.5 The student and their parent/guardian (if the student is under 18) should then select their choice of room through the Room tab. The student must agree to the terms and conditions of the residential contract, Myerscough Code and Living in Halls of Residence booklet. The Accommodation Reservation Form should then be downloaded and completed, including details and signature of financial guarantor, and returned to the Residential Operations Team. A room deposit is also required at this stage in order to complete the application.
- 1.6 The Accommodation Reservation Form will then be processed by the Residential Operations Team.

*Where a disclosure has been made on application or during interview, the College Admissions & Support Advisory Panel will discuss each individual case prior to an offer being made.*

### 2. Stage 2: Allocation of Residential Places

*This stage is managed by the Residential Operations Team.*

- 2.1 The following room types are available on the Preston College campus:
  - Single catered rooms (under and over 18 years of age)
  - Twin catered rooms (under 18 years of age only)
  - Single en-suite catered rooms (under and over 18 years of age)
  - Single en-suite self-catering rooms (over 18 years of age only)

All rooms are non-smoking. All rooms, which are not en-suite, have shared bathroom facilities and a shared utility or common room area.

2.2 Myerscough Residential Operations use the following criteria in determining the allocation of residential accommodation:

**In order of priority:**

- i. Overseas students.
  - ii. All students under the age of 18 (at commencement of academic year).
  - iii. L.G.B.T.Q students.
  - iv. First year students who are 18 years of age or older (at commencement of academic year).
  - v. Second and third year students who are over 18 years of age (at commencement of academic year).
  - vi. Criteria such as gender, extra needs and special circumstances are all considered by the Residential Operations Team in arriving at a decision on the allocation of a place in residence.
  - vii. Where applicants have previously been in residence or have been a student at Myerscough College, consideration will also be given to the disciplinary record of the applicant.
  - viii. Where applicants have debt owing to the College, this will also be taken into account in any decision relating to the offer of a place of residence.
- 2.3 A Transgender student can choose whether to sleep in a room of their self-identified gender, a gender-neutral room of a private space and be fully supported by the setting and accommodation provider.
- 2.4 The final decision on the allocation of a residential place is at the discretion of the Residential Operations Manager and the Residential Support Manager.
- 2.5 Appeals against these decisions may be made to the Assistant Principal General & Commercial Services within 10 working days of notification of the decision. The decision of the Assistant Principal General & Commercial Services will be final.

### **3. Stage 3: Notification of the Offer of a Place of Residence**

*This stage of the procedure is managed by the Residential Operations Team.*

- 3.1 The student will receive an email acknowledging receipt of the Accommodation Reservation Form with any incomplete forms or outstanding room deposit being followed up.
- 3.2 The student will then receive an email confirming the offer of a room.
- 3.3 The student will receive a further email confirming their room choice along with information relating to medical registration, residential enrolment and payment plans for accommodation fees.
- 3.4 Students are required to notify the Residential Operations Team if they no longer require a room by a specified date. Room deposits will not be refunded after this specified date.

#### **4. Stage 4: Arrival at Myerscough College**

*This stage is managed by both the Recruitment and Admissions Team and the Residential Operations Team.*

- 4.1 First year students will be informed of academic enrolment and joining instructions by the Recruitment and Admissions Team.
- 4.2 Second and third year students will be informed of academic enrolment instructions by the Enrolment Team.
- 4.3 Upon arrival, residential students will be issued with a room key, subject to completion of relevant documents and payment arrangements.
- 4.4 Residential students will be issued with an inventory checklist and are required to check their room and complete the checklist, returning it to the Residential Operations Team within the first few days of occupancy.

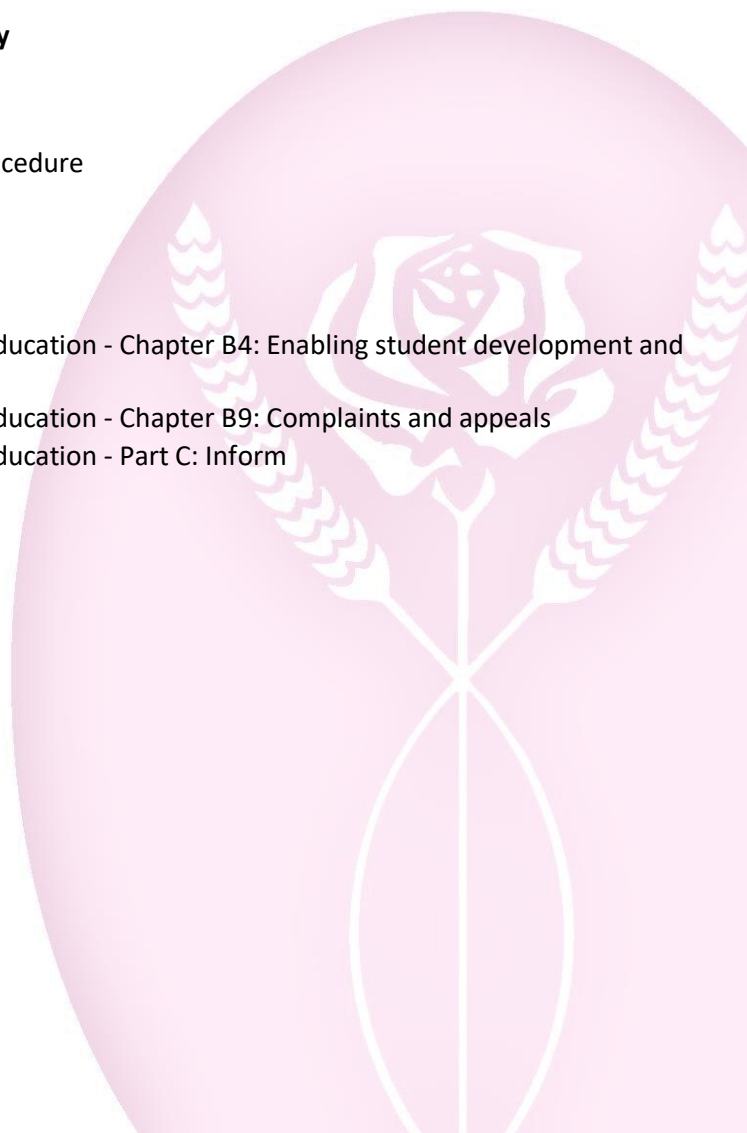
#### **Documents Associated with this Policy**

##### **Internal Documents:**

- Student Admissions Policy and Procedure
- Procedure for Student Enrolment

##### **External Documents:**

- QAA UK Quality Code for Higher Education - Chapter B4: Enabling student development and achievement (from January 2014)
- QAA UK Quality Code for Higher Education - Chapter B9: Complaints and appeals
- QAA UK Quality Code for Higher Education - Part C: Inform



Document History			
<b>Author:</b>	Residential Operations Manager/Residential Support Manager	<b>Ref and Document Version:</b>	Allocation of Student Residential Accommodation – V2
<b>Approval:</b>	Senior Leadership Team	<b>Approval Date:</b>	May 2020
<b>Review Date:</b>	May 2023		
<b>Publication:</b>	Staff Intranet College Website		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework	Framework Section Reference(s)		
<b>Education Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>	<ul style="list-style-type: none"> <li>QAA UK Quality Code for Higher Education</li> </ul>		
<b>QIA</b>			
<b>ESFA</b>			
Key Changes to Document			
Sections 2.2 and 2.3 added which outline arrangements for Transgender students.			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

**Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.