

## **Allocation of Student Residential Accommodation**

Myerscough College has 26 halls of residence, with more than 500 rooms, enabling us to meet the accommodation needs of our Further and Higher Education students. They include twin, single and en-suite rooms on catered contracts and en-suite self-catering rooms. Self-catering rooms are only available to students who are aged 18 or over.

### **How to apply for accommodation:**

Students must have a valid course offer before they can apply for accommodation.

Students can apply for accommodation through via the 'Accommodation Request Form' in Pro Portal using the custom Links in their Office 365 APPS screen or use the direct link <https://mylearningplan-studentmyerscoughac.msaproxy.net/ProPortal/>

Using the 'Accommodation Request Form' students can select the type of accommodation that they wish to apply for and make a request for who they wish to share with. Any requests are considered at allocation, but we cannot guarantee that all requests will be met. Students are required to read and agree to the Accommodation and Catering Licence, Living in Halls booklet and the Positive Behaviour Policy and Procedure at the time of booking, as they outline the terms and conditions of the room booking.

During the application process students are asked to make us aware of any of requirements regarding medical, dietary, support, EHCP, SEND, Looked After Child, Gender identity, language, religious or cultural needs. This will be reviewed during the allocation process (please see additional needs section below for further information) to ensure that any room allocated is appropriate to the applicants needs.

For an application to be processed, the £200 advance rent payment will need to be paid, and the Accommodation and Catering Licence Agreement will need completing and returning – these are sent out as signable documents to the relevant parties via e-mail. We will be unable to allocate rooms to any student who has not completed these steps.

We will begin allocating on Monday the 23<sup>rd</sup> of June 2025.

Any students applying after this date, will have their applications processed in order of the date they were received.

### **Allocation criteria:**

The demand for halls can exceed availability, as a result Myerscough College allocates its rooms using the following criteria:

1. Students who are under 18 and unable to reasonably travel from home
2. Students who are over 18 and unable to reasonably travel from home

Myerscough college will also consider the disciplinary record of any returning student. Applications from students with an outstanding debt to the college will not be accepted.

When allocating rooms to under 18's. Myerscough College will ensure that:

1. Under 18 students are housed separately to students aged 18 or over at the start of term.
2. Students who are under 18 are housed in halls of the same gender.

3. Where possible, students who turn 18 during the academic year are offered a move into over 18 halls.
4. All under 18 students are on a catered contract.

#### **Additional needs, transgender and gender questioning:**

Myerscough College will endeavour to make reasonable adjustments where possible to meet the additional needs of students. Students are asked to make us aware of any of the following during the application process: medical, dietary, support, EHCP, SEND, Looked after Child, language, religious or cultural needs.

Any identified additional needs will be discussed during the allocation process by the Halls Team and the Residential Support Manager.

Where significant additional needs are identified, the student's application may be reviewed by the Student Support and Welfare Team, the Admission Support Panel or the Medical and Additional Needs Panel. This will ensure that we can meet the needs of the student in halls before offering them a place.

If a student identifies as having gender identity need, we will work with them to allocate them a room that respects their identity needs, whilst remaining within the latest policies and guidelines to ensure that we are not compromising the safety, comfort, privacy or dignity of the student, or of other students.

#### **Offering accommodation**

Room allocation is jointly completed by the Accommodation and the Residential Support Managers.

All students will be e-mailed to confirm whether their halls application has been successful and what type of room they have been allocated.

Any students who cannot be allocated a room due to lack of availability will, where possible, be offered an alternative room option. If we are unable to offer an alternative room option, the student will be placed on a waiting list and notified when an appropriate room becomes available.

Any student wishing to appeal against an allocation decision, will need to e-mail [reshelp@myerscough.ac.uk](mailto:reshelp@myerscough.ac.uk) and they will be reviewed by the Executive Director of Facilities and Estates.