

University of  
South Wales  
Prifysgol  
De Cymru

# University of South Wales

## Accommodation Allocation Policy

### 2023-2024

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## 1.0 Introduction

Students living in University of South Wales (USW) Halls of Residence can expect a positive and pleasant experience. Halls are a big part of the student experience and there's accommodation at all three of our locations. If you don't want to live on campus, there are great transport links to keep you connected. So whether students want campus living or a city centre experience, they can request what is right for them, and we will endeavour to match their room preferences as far as possible.

All Guaranteed accommodation are subject to applicants meeting the deadlines outlined in 2.0

## 2.0 Eligibility

The University offers a guarantee of accommodation in Halls of residence either on Campus or through one of our preferred private providers in Cardiff or Newport, for all new students starting at the University. Our Guarantee is non location specific, and we cannot guarantee your preferred location, but will of course try our best where possible.

The guarantee means that full time students will receive an email offering them the opportunity to apply for a single occupancy room where they can outline their top three-room preferences.

### Who is guaranteed accommodation?

- New home undergraduate students - first year of study
- Pre-sessional language students
- Under 18 – students (must be at least 17)
- Students should be enrolled on a full-time course

### What is required to make sure a student is guaranteed accommodation?

- You meet the eligibility criteria of your chosen course of study
- Have accepted an offer of a place at USW and made us your firm choice through UCAS
- New students must apply for accommodation by 6th June in the year their course will begin
- The application must be for a single occupancy room, for the full duration of the term
- You must accept the offer of accommodation within the deadline, which is usually 4 days after the offer is made

## 3.0 Priority Guarantee

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### Long-Term Disability or Medical Conditions

- Applicants and current students with a long-term disability or medical condition that requires special consideration or adjustment with regard to the provision of accommodation. Wellbeing Services are involved with the identification and assessment of these students and their needs. Students are guaranteed appropriate accommodation provided such accommodation is available at the time of booking. Students are still required to book through the standard booking process and will be considered on a case-by-case basis.
- We have a select number of rooms that can be adapted for students with specific requirements. Once we have made the allocations to all students requesting these rooms, any remaining rooms will be allocated to the next student requesting accommodation. Therefore, you may find that you are allocated to a room with some adapted features even if you have not requested, or require, an accessible room.
- We will try to match individuals to suitable accommodation, however, we ask students to engage in early on with the wellbeing service in advance so that the University can make reasonable adjustments in a timely and appropriate manner. If you decide not to engage with us at an early stage, we cannot guarantee that your requirements will be met.
- Student Carer, we are unable to guarantee they will be placed within your same flat, however, we will endeavour to place them as closely as possible

### Students transitioning from care

- Students Transitioning from care, are not required to pay the £200 pre-payment up front, but would be required upon payment of the first instalment of rent in line with Student Finance

### 4.0 Continuing Students

A selection of Halls accommodation on campus is made available to continuing students. Continuing students can book this accommodation on a first come first served basis. Bookings will open in early October in the preceding academic year. To be eligible to book accommodation as a continuing student an applicant must:

- Not have any outstanding debt with the University for accommodation
- Not have previously been excluded from any University accommodation
- Have met the course requirements to continue their studies for the full academic year

### 5.0 Family Accommodation

We have very limited family accommodation at this time, and will be prioritised for International students. International students are urged not to arrive with a family unless Accommodation has been booked in advance either through USW or through a private provider. Those students planning on arriving with family members are urged to contact accommodation services as early as possible to avoid disappointment.

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## 6.0 Making an Application

An Email will be sent to all USW students who meet the criteria set out in 2.0 and 4.0, these are sent out from October of the preceding year.

- Upon receipt of the above email, you will be required to login using the username and password to complete an online application form. At this point you are able to select your top three-room preferences, and any Additional preferences outlined in 7.0. Please also highlight if you fall into either category outlined in 3.0
- Accommodation Services will then allocate your room taking into consideration the points highlighted in 8.0
- When you receive your offer email, you will log on to accept your contract and make the appropriate pre-payment £200 for UK and EU settled or pre-settled. £1000 for International

## 7.0 Additional Preferences

### Gender and age mix

We normally allocate a mix of male and female students of varying ages to each flat/floor. If you would prefer to live in a male or female only flat/corridor or with students in your own age group please indicate this on your application. Please state in your application if there is a particular reason for this request to help us prioritise all requests, where possible.

### Floor Level

You are able to specify if you would prefer not to be placed on the ground floor. We cannot guarantee to meet this request for all but if you wish to be considered email

[accom@southwales.ac.uk](mailto:accom@southwales.ac.uk)

### Quiet

We aim to provide designated quiet blocks or to place students together who indicate on their application that they wish to live with others who prefer a quieter lifestyle.

If you wish to apply for designated quiet accommodation then please tick the relevant box within the application.

Please note we cannot guarantee an offer of quiet accommodation to all who apply for it.

### Alcohol Free

USW aims to offer students an option of living in alcohol-free accommodation. The offer will be subject to availability and demand.

We will aim to allocate students who request to live in an alcohol-free environment together in flats/corridors within the residences.

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In applying for this type of accommodation, applicants understand that alcohol will not be brought into, be stored or be consumed in the flat. We are unable to guarantee a permanently alcohol-free environment but by grouping like-minded people together we hope we can create an opportunity for those who would prefer this option.

### **Welsh**

USW aims to offer all students an opportunity to live in a Welsh Speaking environment. The offer will be subject to availability and demand.

### **Dual Occupancy**

If you wish to share your room with someone during your course of study. Please note both parties have to be students, we have a select number of rooms where this could be considered. I.e Studios and Mountain Halls rooms. These rooms consist of one  $\frac{3}{4}$  size bed, so please consider this when thinking of this option. There will be a cost implication of adding an extra person to your contract, if you wish to receive further information, please contact [accom@southwales.ac.uk](mailto:accom@southwales.ac.uk)

## **8.0 Allocations Process**

The University of South Wales is committed to building diverse communities in all its residences and the allocation of accommodation is managed by Accommodation Services.

- Applications will be processed on a first come first served basis, whilst prioritising those outlined in 3.0 when their application is received.
- Each applicant will be allocated a room taking into account their room choices and other preferences outlined in 4.0.
- Room availability always depends upon the popularity of accommodation types and the number of applicants. Mountain halls rooms for example, are very popular and the number of applications is always higher than the number of available rooms.
- Late applicants will only be allocated a room if there are any still available.
- If there is a delay to your course offer becoming Firm, it is likely to affect your chances of being allocated your preferred room. Delays can include things like not achieving your offer grades and going through the appeal process.

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