Accommodation Allocation Policy 2017/2018

The allocations policy and process for session 2017/2018 is set out below.

1. **Priority of accommodation** applies to the following student groups

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Application and Deadline Information</th>
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<tbody>
<tr>
<td>New undergraduate students holding an unconditional firm or conditional firm offer of study</td>
<td>Online applications will open in April 2017.</td>
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<tr>
<td>Care leavers in any academic year of study</td>
<td>For returning students application priority exists during the period between 9am on 13 March 2017 until 5pm on 16 March 2017. New applicants are encouraged to contact the University Student Support Services in the first instance and online applications will open in April 2017.</td>
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<tr>
<td>INTO students choosing to remain at Stirling and move on to an Undergraduate course</td>
<td>An application priority exists during the period between 9am on 13 March 2017 until 5pm on 16 March 2017. Progressing INTO students must have accepted their degree offer from the University of Stirling BEFORE they apply. Students will apply as “Returning Undergraduates”</td>
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<tr>
<td>Study Abroad Students i.e. Visitor Exchange, FYSAE</td>
<td>Online applications for full session, autumn semester only and spring semester only will open in April 2017. A limited number of rooms available for both autumn only and spring only semesters.</td>
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<tr>
<td>Students with a medical condition that requires specific accommodation needs (i.e. wheelchair requirement, mobility issues)</td>
<td>New undergraduates – online applications will open in April 2017. Returning undergraduates - priority period between 9am on 13 March 2017 until 5pm on 16 March 2017. Please note new students may be required to attend a pre entry visit to assess accommodation requirements and discuss any adjustments that may be required. Medical confirmation will be required in all cases.</td>
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<tr>
<td>Students visiting from Pompeu Fabra University &amp; Hebei Normal University and students participating in Stirling Management School’s retail marketing (Singapore) course</td>
<td>Online applications will open in April 2017.</td>
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</tbody>
</table>

Priority extends to one offer of accommodation only. If you reject or fail to accept an offer by the expiry date there is no guarantee any further offer will be made.
2. A priority does not guarantee accommodation and applicants should note that a set number of rooms are held based on consultation with Admissions, Policy & Planning and Student Recruitment.

3. Non Priority Groups

Returning Undergraduates
We welcome applications from returning undergraduate students and online applications open from 9am on 20 March 2017. Please note if you apply prior to 20 March 2017 your application will be cancelled and you will be asked to re-apply. Your application will then be assessed based on the later time and date of application.

Postgraduates
We welcome applications from postgraduate students and online applications will open in April 2017.

Family Accommodation
We welcome applications from family groups and application forms are available from Accommodation Services. We are pleased to be able to offer 2 and 3 bedroom flats that are designated as family accommodation. Applications should be made directly to Accommodation Services and are allocated on a first come first served basis.

4. Notes

• Once you have an unconditional firm or conditional firm offer to study, Student Recruitment and Admissions will send details of how to undertake the ‘discovery’ process to obtain your university account and email address. Access to the online application system is via the internal portal.

• Students must make their application and not use a third party (ie agent) to apply on their behalf.

• Any student who applies prior to their advertised application date and time will have their application cancelled and will need to reapply for their accommodation choices.

• Any students who require a specific room for medical reasons will be asked to provide supporting medical evidence of this prior to allocation.

• Rooms are allocated on a first come first served basis. The online system recognises the date and time of each application. The allocations team take first choices into account until such a time as a property is full and will then consider alternative options.

• If the Allocations team is unable to offer accommodation in any of the chosen properties, and where any other accommodation is available, they will offer an alternative. This offer remains for a period of 24 hours and if not accepted during this time will be offered to the next student on the list.

• All correspondence will be via a University of Stirling student email account.

• Offers are made with an expiry date of 7 days. If an offer is not accepted in this time the room may be re offered to another student. No accommodation will be held for the original applicant.

• Groups are welcome to apply – each student must make an individual application. Please note that rooms will not be held for group members without an application.

• Accommodation Services reserve the right not to offer accommodation to an applicant.

• Any student with a history of residential debt or who has a serious disciplinary record will not be offered accommodation.

• Accommodation Services will allocate students into a flat where a flat is not fully occupied by a group or where a member leaves the accommodation during the occupancy period. No consultation with other residents will be undertaken.

• By accepting an offer of accommodation the student enters into a legally binding agreement with the University and is liable for all rent charges due.

• Once the offer of accommodation has been accepted the student is responsible for printing off a copy of their accommodation contract from the online system – this is required when picking up keys.

• The online application system will close for annual maintenance and upgrade on 31 January 2018.