



Anglia Ruskin  
University

Estates & Facilities Services  
**Residential Service**

# Allocations Policy

For students applying for  
accommodation through ARU

October 2018

## Policy aims

To support University recruitment, retention, achievement and access policies through the provision and allocation of residential accommodation that is appropriate to student needs.

To extend the supply of University provided accommodation over time, in a manner that will enable all new students who qualify for such accommodation to be offered a place.

## Policy objectives

To provide students with access to a range of competitively priced accommodation within reasonable travelling distance of the University campus on which they are studying.

To provide new students with the opportunity to reside in accommodation booked through ARU for one academic year, to the limit of supply.

To maintain University owned and managed accommodation at acceptable levels of repair so that they remain an asset to the University and conform to current legal requirements pertaining to student housing.

To hold partner organisations to their obligations to provide ARU students with safe, secure accommodation, and ensure they conform to current legal requirements pertaining to student housing.

To work closely with other service areas in the University in order to achieve corporate aims.

To manage the multi-campus Residential Service in a manner that achieves an overall balanced budget or surplus.

To ensure the provisions of the University equal opportunities policy and Student Charter are integrated within all systems and procedures.

## Allocation policy

### 1 Eligibility

- 1.1 Only students who have confirmed their acceptance (firm not “insurance”) of a full-time course at ARU, College of West Anglia or London School of Commerce can apply for accommodation through the University.
- 1.2 Students under the age of 18 can book to live in Sedley court and the YMCA. Where a student will be aged 18 years or older within 3 months of the start of their accommodation contract they can

reside in any accommodation booked through ARU. Students with dependents cannot currently be accepted in University accommodation.

- 1.3a **September intake** (full academic year): All new full-time students can apply for accommodation through ARU for one academic year, to the limit of supply. Students studying Medicine can re-book accommodation for each subsequent academic year.
- 1.3b **January intake** (full academic year): All new full-time EU and International students can apply for accommodation through ARU for a maximum of 1 academic year, to the limit of supply. In Cambridge, UK students will also be able to apply for accommodation through ARU. All new Nursing, Midwifery and Operating Department Practice students can apply for accommodation through ARU for one academic year, to the limit of supply.
- 1.3c **Single Semester students:** A limited number of rooms bookable through ARU are available for those studying full-time single semester courses starting in September and January.
- 1.4 **Nursing, Midwifery and Operating Department Practice students** – New students on these courses can apply through ARU for accommodation. They also have an additional option of applying for accommodation at hospital sites for up to one academic year.
- 1.5 All accommodation options are subject to availability and will be subject to the eligibility criteria, priority system and returning students' policy outlined in this document.
- 1.6 Students who have financial debts to the University, or who have a poor discipline or tenancy record (including proven situations relating to private sector accommodation), will not be accommodated.
- 1.7 Services or Faculties requiring accommodation to be allocated to students who have not received confirmation of their qualifications may exceptionally be allocated accommodation but required to financially underwrite payments for this accommodation.

## 2 Priority

- 2.1a **Students with a disability or medical condition**  
Anglia Ruskin University reserves approximately 5% of the accommodation available for priority allocation to students with a disability or medical condition. Students will need to complete a form and return this to the Residential Service together with relevant evidence of their condition and requirements. Students with a disability or medical condition can apply each year for accommodation through ARU, for the full duration of their course.
- 2.1b **Care leavers** (those leaving local authority care/foster arrangements) – can apply each year for accommodation through ARU, for the full duration of their course.
- 2.1c **School of Medicine students** in Chelmsford will be prioritised for accommodation for the full duration of their course.

- 2.1d **Returning students** - A limited number of rooms will be available for returning students. Eligible students will be informed of accommodation options available via email before the end of the first semester.
- 2.2a **New students** - the remaining rooms will be available to new students (in any academic year). The following allocation percentages will apply:
- 2.2b **International Students (paying full international fees)** – 35% of accommodation allocated to new students will be reserved for students recruited from outside of the EU.  
The International student allocation will include those rooms allocated to Cambridge Ruskin International College (CRIC)
- 2.2c **UK/EU Students** – the remaining rooms will be allocated on a first come, first served basis
- 2.2d Due to financial restrictions that require rooms to be contracted prior to the commencement of tenancy agreements, we reserve the right to change the above percentages.
- 2.3 If all our accommodation is full, a waiting list of eligible applicants will be established, and any offer of accommodation made will be on the basis of the room that is available when the applicant is at the top of the waiting list.

### 3. Applications process

- 3.1 Applications for University accommodation can only be accepted if received by online application. The only exception to this would be students applying who have a disability or medical condition and those applying for hospital accommodation.
- 3.2 Depending on which accommodation they have reserved, students may be required to pay a damage deposit and/or administration fee or advance rent, in addition to completing relevant paperwork, to secure their room.
- 3.2 Once a room has been reserved, students will not be able to change their room selection. Students who change their mind about their choice or miss any set deadlines to return paperwork/make payments will not be made a further allocation.
- 3.3 Limited accommodation in Cambridge is available for couples (both of whom must be full time students) and allocated on a 'first come first served' basis.
- 3.4 Students may be required to move to alternative accommodation during holiday periods or in circumstances where it would be difficult to maintain adequate security, or it became uneconomical for the students to remain in their current accommodation.

### 4. Partner Institutions

- 4.1 Students studying at University Centre Peterborough will be assisted in finding residential accommodation, either at a partnership managed development or in the private sector.

- 4.2 Students studying Anglia Ruskin programmes at the College of West Anglia or ARU London will be eligible to apply for University provided residential accommodation in Cambridge, Chelmsford or Peterborough, or assisted to find private sector accommodation.
- 4.3 CRIC students will only be accommodated with agreement of CRIC Management.

## **5. Support for non-eligible students**

- 5.1 Students not eligible to apply for accommodation through ARU will be advised of private sector options and given information about house hunting events that will be held as required.
- 5.2 All students will be provided with the current password for our “Studentpad” private sector accommodation search site (covering Cambridge, Chelmsford and Peterborough) on request.

## **6. Appeals**

- 6. A student wishing to appeal against a decision made by the Residential Service should in the first instance write to the Director of Estates and Facilities Services. The student complaints procedure outlined in *‘Rules, Regulations and Procedures for Students’* will apply.