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I have carried out AND SUBMITTED an Equality Impact Assessment to help safeguard against discrimination and promote equality.			X
I have carried out AND SUBMITTED a Welsh Language Impact Assessment to help protect the Welsh language and Welsh language provision within the University.			X

UNIVERSITY ACCOMMODATION ALLOCATION POLICY

Policy for allocating rooms in Wrexham Student Village Accommodation

Definitions:

Unconditional Firm an Unconditional Firm offer means that you have met all the academic requirements and the University is happy to accept you onto a course (subject to the fulfilment of any non-academic requirements that are applicable, such as Occupational Health clearance and/or a DBS check).

Conditional Firm a Conditional Firm offer means that the University will offer you a place on a course if you meet certain academic conditions, which are usually based on exams results. Conditional offers are also subject to the fulfilment of any non-academic requirements that are applicable, such as Occupational Health clearance and/or a DBS check.

Clearing a system used towards the end of the academic cycle to allow applicants who have not secured a place at a university or for those who wish to study on a different course or at a different university than originally chosen, to apply for course vacancies

Wrexham University:

Our rooms are so popular that, unfortunately, not everyone who applies will get a place. We, therefore, work to a system that gives out rooms to those who need them the most. This means that priority is given to students who:

- *Are in their first year of study.*
- *Are on a full-time course at Wrexham University.*
- *Have never studied at Wrexham University before.*
- *Live too far away to be able to commute or find private rented accommodation.*
- *Have particular social and/or physical needs.*
- *Are enrolled on the 3-year International Nurse Training Scheme (50 Places)*

Returning students may apply for university accommodation for any surplus rooms that may be available but only once all applicants from the above criteria have been allocated and accepted.

We operate a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, age, gender or disability.

Application Process

- Visit the Accommodation website <https://wrexham.ac.uk/accommodation/> which includes a list of all the facilities, rents and photographs
- Application open in March each year.
- Once you have accepted a Conditional/Unconditional firm Course Offer at Wrexham University and are issued your student number, you can access the Accommodation Portal to register and complete the on-line application
- Select the application pathway
- Select accommodation preference/s
- Select the appropriate licence/contract which is applicable to your course
- Add any additional information which may be relevant to your allocation
- Check the box to agree to the terms and conditions and then submit your application
- You will then receive an email confirming that your application has been received and is being processed
- Successful applicants will receive a room offer and will have 14 days to accept the offer and to pay a £250 pre-payment to secure the room
- Students will receive an email directing them to complete an online Induction and to book an arrival timeslot.
- The license period begins when students arrive at Wrexham University. We will be here to welcome you and get you settled in.
- On arrival you will be given your 'Resident's Handbook' that contains useful information you need during your stay with us.
- Room moves/swaps are subject to availability and incur a room move charge

Room Offer Process

From March we will start to allocate applicants and email Room Offers to students who:

(a) hold an Unconditional Firm offer (UF) and have applied by the deadline date

From August (subject to change) We will start to allocate applicants and email Room Offers to students who:

(b) hold a Conditional Firm (CF) which converts to an Unconditional Firm (UF) following receipt of exam results or other documentation required by your faculty and have applied by the deadline date

Allocations are processed on first come first served basis.

We cannot guarantee your preferred choice of accommodation or guarantee single gender accommodation as places are subject to availability.

When a room is offered you will receive an email advising you to log in to the Accommodation Portal; you will be required to follow the instructions given in the email. The email address we use will be the one that was used when you initially applied for the accommodation.

You will be required to make an advance payment of £250 to accept the offer of accommodation by a given deadline date. If you have not responded within the stipulated period the offer will be withdrawn and the room will be re-offered to another student.

UK and international students will be given 14 days in which to accept the offer of accommodation. It is therefore essential that you keep checking your emails daily.

If your room offer is rejected or withdrawn and you still require accommodation, you will be required to make a new application and your application will be placed accordingly in the queue awaiting allocation.

Allocations are not based on age, gender or religious belief.

Returning students / Postgraduate students

Subject to availability we will offer accommodation to returning students / Postgraduate students however please be aware we will prioritise first year students and international nursing students when allocating rooms. Also, there is no accommodation specific for returning or Postgraduate students therefore you will be sharing with Undergraduate students.

September UK & International Intake

We are able to offer accommodation to UK and international Undergraduate students in the accommodation provided you have accepted a place on a course and have applied for accommodation via the online portal

International Nurse Training Scheme

We will guarantee accommodation for those enrolled on the International Nurse Training Scheme should they meet the required criteria set out in the course application process. The accommodation will be guaranteed for the full term of the course (max 3 years).

Semester 1 & Semester 2 Students

Subject to availability we will aim to make an offer of accommodation to Semester 1 & Semester 2 students providing you have been offered and have accepted a place on a course, meet the room offer criteria and have applied for accommodation via the online portal.

Clearing Students

Subject to availability we will aim to offer accommodation within the University accommodation providing you have accepted a place on a course and have applied for accommodation by the end of September. This will be on a first come first served basis.

Waiting list

Because our rooms are in such high demand, we run a waiting list from the start of each academic year. We cannot guarantee that we will find a room in halls for everyone on the waiting list, but if you are unlucky we will try and help you find private sector accommodation.

Under 18s

All student accommodation is an adult environment where most residents are aged over 18. Students sharing a flat with a student under the age of 18 will not have been vetted. All bedrooms are single occupancy however students will share kitchen/dining/lounge facilities. Allocations are not based on age, gender or religious belief.

Students under 18 will need to complete the Young Persons Parental Declaration form

Care Leavers/Care Experienced

We will guarantee care leavers accommodation should they meet the required criteria. You will be required to submit a new application form for each academic year by the advised deadline date.

A care leaver is someone who has previously lived with foster parents, in a children's home, orphanage, or sheltered accommodation who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday (The Children (Leaving Care) Act 2000).

Please note: you may be required to move rooms during the summer vacation period.

Students with Disabilities

If you have a disability or long-term medical condition and you require adjustments, it is essential that you contact the Residential and Campus Life team accommodation@wrexham.ac.uk as soon as possible to discuss your specific requirements. We can only make you a room offer once we are able to confirm that appropriate accommodation is available and reasonable adjustments can be made. We may be able to offer you accommodation for the duration of your course but due to possible changes in the portfolio please note that this may not be the same accommodation each year.

If you have a personal support worker who will be enabling you to live independently at university, we can also provide a room for them (the full cost of this room will be payable).

To ensure you receive the appropriate support with your studies, it is recommended that you contact the Inclusion Team and inform them of your disability and the adjustments you require. Further information about the team including their contact details is available at <https://wrexham.ac.uk/student-support/inclusion/>

Please see the Data Protection and Confidentiality section below in relation to declaring your disability to Accommodation Services.

If you have any questions regarding suitable accommodation, please contact us by email at accommodation@wrexham.ac.uk

Allocation of rooms during the Academic Year

The Residential and Campus Life team can/will allocate rooms during the academic year and will try to ensure the student fits the criteria of the flat/room they have been allocated.

Equality and Diversity

The University operates an Equal Opportunities Policy and, accordingly, The Residential and Campus Life team offers accommodation to students regardless of race, gender, religion, disability or sexuality. It is expected that students in university accommodation will uphold the principles of this policy and be tolerant towards each other.

Data Protection & Confidentiality

The University's Privacy Policy Statement explains what happens to the personal information you provide to the University, or the University collects from you. We will use information collected about you during the accommodation application process. This will be used for the administration and allocation of accommodation and to deliver the accommodation service.

We may share your data with other departments and faculties within the University, only where necessary, for the delivery of the accommodation services and student wellbeing.

If you provide any information relating to a medical condition or disability this is sensitive personal information under data protection legislation. This will only be shared with other departments of the University with your consent.

Where you have already declared a medical condition or disability to the Inclusion Team you may have already agreed for this information to be shared with relevant Residential and Campus Life staff. This information will be used to provide appropriate support and reasonable adjustments where appropriate.

If you wish to inform the Residential and Campus Life team about a medical condition or disability but have not already agreed for your information to be shared via the Inclusion Team we ask that you contact the Residential and Campus Life team accommodation@wrexham.ac.uk to provide the information.