

Accommodation Allocation Policy 2022/23

The College has 350 bedrooms across the three campus sites which are available to students. The accommodation varies from single and double rooms in halls, to en-suite single rooms and rooms within self-catering houses. Our accommodation is safe, of a high standard and priced competitively.

Please note:

- **Applying for Accommodation:** All students are encouraged to apply as soon as possible once the accommodation application portal opens on 1st June.
- **Returning Students:** Having a residential place for one academic year **does not guarantee** a place in subsequent years and an application must be made each year. Returning students are encouraged to apply as soon as possible once the application portal is opened. Students should be aware that allocation of rooms to returning students will not take place until applications are assessed using the room allocation priority order detailed below.
- **Closing Date for Accommodation:** An offer for accommodation is linked to the accommodation application date. Only accommodation applications received before 31st August will be included in the initial offers for accommodation.
- **Accommodation Offers:** Students will only receive an offer for accommodation on/after 1st September, once they have been accepted and confirmed their place onto a course. Room allocation offers will be based on the room allocation priority order below.
- **Room Type Offered:** While we will endeavour to allocate students to their preferred room type it is not always possible. It is therefore to be expected that there will be occasions when demand for our accommodation will outstrip supply. All new students are encouraged to apply for accommodation as soon as possible.
- **Accepting or Declining the Offer:** Students will be given a specific timeframe (usually 48 hours) in which to accept their offer of accommodation as detailed in the offer email. Students who have not accepted their offer within the specified timeframe, or who decline the offer of accommodation, will have their offer of accommodation withdrawn. If accommodation is subsequently required, a new application must be made, and a subsequent offer is not guaranteed.
- **Applications made on or after 1st September** will be accepted subject to availability and may be placed on the waiting list.

Room Allocation Priority Order:-

1. **New to CAFRE Students who have applied for accommodation before 31st August** will be prioritised based on:
 - a. Distance from the campus to the student's registered home address with preference provided to students living further from campus – applicants who live within **15 miles** of the campus will **not** normally be offered accommodation, in the event of oversubscription this distance may be increased.
 - b. Students aged under 18 or with long-term disabilities or medical conditions will normally be offered accommodation first.
 - c. Students aged over 18 or with long-term disabilities or medical conditions will normally be offered accommodation second.
2. **New to CAFRE Students who have applied for accommodation on or after 1st September** will be prioritised based on point's 1a-1c above. In the event of over-subscription students who are late in applying should be prepared that an offer of accommodation may not be made before the commencement of their course and they may be placed on the waiting list.
3. **Care Experienced Higher Education Students** – CAFRE guarantees an offer of accommodation to any student who his who is care experienced or leaving care of their local authority or Health and Social Care Trust and has accepted an offer to study at CAFRE. Students must have applied for accommodation by 31st August 2022 and provide written, supportive evidence from the local authority or Health and Social Care Trust to the Student Support Officer.
4. **Returning students** will be prioritised based on:
 - a. Distance from the campus to the student's registered home address with preference provided to students living further from campus – applicants who live within **15 miles** of the campus will **not** normally be offered accommodation, in the event of oversubscription this distance may be increased.
 - b. **AND** previous behaviour or disciplinary record will also be considered.
5. **Part-time students or day release** courses at CAFRE will be offered any remaining rooms still available.
6. In any case where special circumstances are applicable the College will consider these circumstances on a case by case basis and reserves the right to allocate or withhold accommodation.

Accommodation Waiting List

In the event of oversubscription students will be prioritised on the waiting list in accordance with the room allocation priority order listed above. CAFRE cannot guarantee that all students on the waiting list will be offered accommodation. Students will be notified that they are on the accommodation waiting list and should be prepared to seek alternative arrangements for accommodation, such as a private rental. Students who no longer wish to remain on the waiting list should notify their Campus Student Services Manager in the first instance.