



University of Essex



# Colchester Allocation Policy

## Accommodation Essex

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# 1. Overview

The University of Essex has approved this allocation policy, which provides specified categories of students with a guarantee of accommodation or a priority for accommodation if the applicant meets the stated conditions.

Should the number of applicants exceed the number of available rooms, Accommodation Essex will seek to secure additional accommodation from third party providers to meet the guarantees and priorities as set out in this policy. Third party accommodation will be off campus and will meet the standards set by either the Student Accommodation Accreditation Scheme or the ANUK code.

Should the number of applicants exceed the number of available rooms, Accommodation Essex may also accommodate applicants in temporary twin rooms on campus until permanent rooms becomes available.

## 2. New Undergraduate Students

If you are a new, full-time student commencing your studies in the autumn term, you are guaranteed accommodation provided you meet the following conditions:

- You need to submit an application for accommodation by the published guarantee deadline date
- The University of Essex must be your firm choice. Insurance choice students can apply for accommodation through a separate process but will not be sent an offer, until Essex becomes your firm choice
- You must have an unconditional firm (UF), a conditional firm (CF) or, if a direct applicant, an unconditional accepted (UA) or conditional accepted (CA) academic offer when you apply for accommodation through the standard online process
- Applicants must have satisfied any outstanding conditions and achieved unconditional firm (UF) or unconditional accepted (UA) status by no later than 5pm on the Friday after the guarantee deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.
- You are guaranteed accommodation for the duration of your course

## 3. New Undergraduate Students Under the Age of 18

If you will be under the age of 18 when your course commences, you are guaranteed accommodation provided you meet the following conditions:

- You need to submit an application for accommodation by the published guarantee deadline date
- The University of Essex is your firm choice
- You must have an unconditional firm (UF) a conditional firm (CF), or if a direct applicant an unconditional accepted (UA) or conditional accepted (CA) academic offer when you apply for accommodation through the standard online process
- Applicants must have satisfied any outstanding conditions and achieved unconditional firm (UF) or unconditional accepted (UA) status by no later than 5pm on the Friday after the guarantee deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.
- You are guaranteed accommodation for the duration of your course

Students under the age of 18 are not always able to apply for accommodation before the guarantee deadline date. Therefore, a limited number of rooms will be held beyond the deadline date and offered to late applicants until all such rooms are allocated.

## **4. University of Essex International College (UEIC) Students**

### **4.1. Full Year Autumn Term Entry**

Students apply for accommodation directly to UEIC, who process all applications

- You need to submit an application for accommodation to UEIC by the published guarantee deadline date
- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

### **4.2. Part Year Spring Term Entry**

UEIC students intending to commence their studies in the spring term, and who will be under the age of 18 when their course commences, are guaranteed accommodation, provided you meet the following conditions:

- You submit an application for accommodation by the published deadline date for Spring start students, usually the first Monday following the end of the Autumn term

- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

#### **4.3. UEIC to Essex students**

- UEIC students moving on to become University of Essex students, after finishing their course are guaranteed accommodation as a new student and for the duration of your course, if they submit their application for accommodation by the published deadline
- Students will also qualify for the Essex2Essex loyalty cashback offer

## **5. New Students Part Year Spring Term Entry**

All spring start applicants are guaranteed accommodation, and applicants must meet the following conditions:

- You apply by the deadline date
- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

## **6. University Partnerships**

If you are a full time Northwest or other University Partnership student starting your Essex Campus studies, you are guaranteed accommodation provided you meet the following conditions;

- You need to submit an application for accommodation by the published guarantee deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter



## **7. Essex Abroad – Incoming Study Abroad and Exchange Students**

### **7.1. Full Year Autumn Term Entry**

If you will be studying at Essex for the full year, commencing in the autumn term, you are guaranteed accommodation provided you meet the following conditions:

- You apply by the guarantee deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

### **7.2. Part Year Autumn Term Entry and Part Year Spring Term Entry**

All part year autumn and spring start applicants, are guaranteed accommodation, and must meet the following conditions:

- You apply by the deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

## **8. Students with Individual Needs**

### **8.1. New Students**

You will be asked on the accommodation application form if you have specific accommodation requirements due to your individual needs, such as mobility impairment or because you are a care leaver. If you let us know about your specific needs, we will liaise with our Student Wellbeing and Inclusivity Team (SWIS) to make sure you are offered the right type of accommodation.

You are guaranteed accommodation for the duration of your course.

Please click on the following links for further information:

[How to Apply New - Individual Needs](#)

[How to Apply New - Disability / Impairment](#)

### **8.2. Returning Students**

If you are a returning undergraduate student and need to live in University owned or administered accommodation due to your individual needs, such as mobility impairment, you are a care leaver or you

are under the age of 18, you can apply for accommodation through our Student Wellbeing and Inclusivity Team (SWIS). Please click on the following links for further information:

You are guaranteed accommodation for the duration of your course

[How to Apply Returners - Individual Needs](#)

[How to Apply Returners - Disability / Impairment](#)

## **9. Edge Hotel School Students**

### **9.1. Autumn Term Entry**

Edge Hotel School students intending to commence their studies in the autumn term are guaranteed accommodation, provided you meet the following conditions.

- You apply by the guarantee deadline date
- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter
- You are guaranteed accommodation for the duration of your course

### **9.2. Spring Term Entry**

Edge Hotel School students intending to commence their studies in the spring term are guaranteed accommodation, provided you meet the following conditions:

- You apply by the guarantee deadline date
- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter
- You are guaranteed accommodation for the duration of your course

### **9.3. Returning Students**

Edge Hotel accelerated students are guaranteed for the duration of their study.



## **10. Undergraduate Students Returning for Subsequent Years of Study**

All undergraduate students, are guaranteed accommodation for subsequent years of study and you must meet the following conditions;

- You need to submit an application for accommodation by the published returning student deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.
- You must not have any outstanding accommodation debt prior to your new tenancy commencing.

If you are a First Team Sport Scholar student or an Edge Hotel School Accelerated student, we will contact you with your accommodation offer before your existing tenancy expires. You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter and you must not have any outstanding accommodation debt prior to your new tenancy commencing.

## **11. Higher and Degree Apprenticeship Students**

### **11.1. Full Year Autumn Term Entry**

If you are a new, full time apprenticeship student commencing your studies in the autumn term, you are guaranteed accommodation provided you meet the following conditions:

- You need to submit an application for accommodation by the published guarantee deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.

### **11.2. Part Year Apprenticeship Students**

All new and returning part year apprenticeship students, are guaranteed accommodation and will be allocated in date order of receipt of application, provided you meet the following conditions:

- You submit an application for accommodation by the published guarantee deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

## **12. Postgraduate Students**

### **12.1. Postgraduate Autumn Term Start**

If you are a new or returning, full time postgraduate student commencing your studies in the autumn term (including University of Essex Graduates progressing on to postgraduate study), you are guaranteed accommodation provided you meet the following conditions:

- You need to submit an application for accommodation by the published guarantee deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.
- You will also be required to pay a £250.00 advanced rent payment to accept your offer

### **12.2. Postgraduate January and April Start**

If you are a new, full time postgraduate student commencing your studies in the Spring term, you are guaranteed accommodation for the duration of your course. Applicants must meet the following conditions:

- You apply by the deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter.
- You will also be required to pay a £250.00 advanced rent payment to accept your offer

## **13. Pre-Sessional Students**

### **13.1. Summer Start Courses**

Pre-sessional students intending to commence their studies in July, August or September are guaranteed accommodation, provided you meet the following conditions.

- You apply by the deadline date
- Applicants must have satisfied any outstanding academic conditions by the required deadline date
- You accept your offer of accommodation by the offer expiry date given in the accommodation offer letter

### **13.2. Spring, Autumn, and Winter Start Courses**

Pre-Sessional students are guaranteed accommodation and will be allocated available rooms in date order of receipt of application. Applicants must accept their offer of accommodation by the offer expiry date given in the accommodation offer letter.

Every endeavour is made to allocate pre-sessional students into accommodation that will become their term time room when their pre-sessional course has completed, and the academic year commences. However, a room move may be necessary.

## **14. Part-time students**

All part-time, undergraduate and postgraduate students are guaranteed accommodation, if they take a full year accommodation contract with us on either the Colchester or Southend campus.

Room allocations will be processed in order of application, and applicants must accept the offer by the offer expiry deadline.

Postgraduate students will be required to make a £250.00 prepayment when accepting the offer.

## **15. Students' Unions**

An allocation of rooms will be provided for Students' Union SAB Officers.

## **16. Academic Partners**

Where the provision of accommodation is such that the number of rooms is expected to exceed that required to accommodate all guaranteed and prioritised University of Essex students, a quota of rooms will be provided for students studying University of Essex accredited degrees at partner institutions. This provision will be reviewed annually.

## **17. Surplus Accommodation**

If the University expects to have surplus accommodation after all guaranteed and priority groups are accounted for, the surplus accommodation will be marketed to returning students. If you wish to live in University owned or administered accommodation beyond your first year, you must meet the following conditions:

- You need to submit an application for accommodation by the published returning student deadline date
- You must accept your offer of accommodation by the offer expiry date given in the accommodation offer letter. Postgraduate students will also be required to pay a £250.00 advanced rent payment to accept your offer.

- You must not have any outstanding accommodation debt prior to your new tenancy commencing.
- You are guaranteed accommodation for the duration of your course or required booking period

## **18. Late Bookings**

All students will be able to apply for a late booking, including those who applied after the relevant guarantee deadline date, or did not accept their offer of accommodation within the timeframe given. This accommodation is guaranteed, and priority will be given in the following order:

- Welfare/Medical Need
- New full time overseas undergraduate and new full time overseas postgraduate students
- New full time Home undergraduate and new full time Home postgraduate students
- New part year students
- Returning study abroad students and work placement abroad students
- All other work placement students
- Returning full time overseas undergraduate and returning full time overseas postgraduate students
- Returning full time Home undergraduate, returning full time Home postgraduate and returning full time apprenticeship students
- Returning part year students
- Continuation and Completion students.

## Document Control Panel

<b>Title</b>	<b>[e.g.: Academic Offences Procedures 2020-21]</b>
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