Terms and conditions of application for the halls of residence

The authority to offer a room in the halls of residence lies solely with the University as an autonomous corporate body. The University has in place arrangements for dealing with the application and allocation of rooms as outlined in the Allocation Policy for Halls of Residence.

The University's **Allocation Policy** for Halls of Residence will outline the management of the application and allocation of the rooms in the halls of residence.

The University approves changes to the **Allocation Policy** for Halls of Residence through the University Senior Management Team.

The Accommodation Services Team retain the responsibility for managing the application and allocation of halls of residence accommodation under the oversight of the Senior Management Team.

The University has a responsibility to ensure that as far as possible, persons with disabilities are not prevented from benefitting from educational opportunities on account of their special needs. Consequently, the University operates a priority application route for applicants with disability-related needs.

The University welcomes applicants from other countries. Consequently, the University operates an application route for EU/international (non-UK) applicants.

New applicants to the University are able to make an application for the halls of residence if they hold a conditional or unconditional firm offer of an academic place at the University of Northampton, as are existing students continuing on to their next year of study**.**

We cannot accommodate student with dependants, our accommodation is for students only.

Handling of applications

The University will use an automated system to acknowledge all applications which have been received.

We will then endeavor to process your application as quickly as possible. However, specific response times will vary throughout the application cycle according to demand.

The University will consider the previous disciplinary and financial behaviour of any existing students applying for halls of residence (including priority applicants).

Applicants wishing to be considered as part of a group booking must submit an individual application and provide the full name and student ID of each member of the group in the notes section of the application. For a group booking to be considered, all members must submit their applications within the same period and must select identical accommodation preferences, including building, room type and any applicable flat attributes.

Group booking requests are processed in the order in which applications are received and are subject

to availability. The University will make reasonable efforts to accommodate group booking requests; however, no guarantee can be given that such requests will be met.

All applicants included in a group booking are individually subject to the University's disciplinary and financial behaviour checks. Where any applicant does not meet these requirements, the University reserves the right to decline the group booking in full or remove individual applicants from the group booking request. The maximum number of students permitted within a group booking is six.

Where an applicant has a criminal conviction that would be inconsistent with living in a residential community, such as convictions for violent behaviour, sexual offenses, theft, or fraud, the University reserves the right to refuse accommodation.

Any applications which are found to be fraudulent or misleading will be rejected. Any student admitted to halls that later transpires has provided false or misleading information will be referred to the University's disciplinary procedures.

Applicants are expected to behave reasonably and not to bring the institution's reputation into disrepute. This includes comments posted on social networking sites.

Information about applicants will be retained in line with the University's records and retention schedule.

Information contained within your application will be treated as confidential. Any information stored about a client is not divulged to parties beyond The University of Northampton without the prior agreement of the client unless we are required to do so by law; criminal activity identified by the University may be reported to the police and your information may be shared. Information may also be shared for the prevention of a criminal act; and/or where the client may be at risk to themselves and others.

The issuing of accommodation offers

We guarantee a room in our halls of residence for all new full-time, first year students starting with us in September 2026 who apply and accept their room offer by the date that applies to status

Applications are processed in date order within each allocation category as outlined in the Allocation Policy.

If your application for halls of residence accommodation is successful, you will receive an offer of accommodation. This offer will contain specific information including:

- the specific room type which you have been offered;
- the dates of occupation;
- the total rent;
- the dates upon which the rent is due;
- the terms and conditions of occupancy (Residency Agreement)

An offer of a room can only be accepted if certain conditions are met, these are outlined in the room offer notification and the terms and conditions of residency. There is a specific timeframe for you to consider and then either accept or reject any room offer which may have been made to you.

If you reject an offer of accommodation, the University may not be able to make an alternative offer of accommodation.

The University reserves the right to withdraw any room offers which have not been "accepted" within the specified timeframe.

If you accept the offer of accommodation online, you will be entitled to a fourteen-day cooling-off period commencing from the time of acceptance. The cooling-off period ends when Your Contract Starts or You move into Your Accommodation, whichever happens first.

If you have accepted a room offer, and then subsequently fail to secure the academic thresholds to enrol on a course, the offer of a room will be deemed to be withdrawn.

If you book a room, and then do not arrive within 7 days of the start of contract your room reservation will be cancelled. If you know you are going to arrive later please inform the accommodation team so they do not withdraw your offer for your room.

If the University is unable to offer you a room in the halls of residence, then there may be accommodation options available to you in the private sector.

Further information and complaints

If you are unable to complete the application process electronically, please contact Accommodation Services (01604 892482).

Further information about accommodation at the University of Northampton is available at:

University Accommodation | University of Northampton

Enquires about the accommodation, and the application and allocation processes should be channeled through Accommodation Services, in Residential Services via the portal - Accommodation Services Queries

Enquires about the payment of monies for the accommodation should be channeled through the Accommodation Manager. They can be contacted via the portal - Accommodation Services Queries

If you are dissatisfied with the way in which your application has been handled, please contact Evelyne Mulinge, Residential Services Manager by emailing Evelyne.Mulinge2@Northampton.ac.uk

Reviewed & Updated November 2026

Accommodation Services,
Student Village Reception, Waterside
Telephone: 01604 892482
Portal: Accommodation Services Queries