**ASSIST**

**A**dditional **S**tudent **S**upport & **I**nclusion **S**ervices **T**eam

# Who can apply for Priority Status to live in Halls?

We welcome applications from all students, including applications from those with specific medical requirements, disabilities or mental health conditions.

## Do I qualify for Priority Status in Accommodation?

A room in our Halls of Residence is guaranteed for all new, full time first year students who apply and accept their room offer by April 30th 2019. The University of Northampton gives priority to students with long-term medical conditions and disability-related accommodation needs when allocating places in halls of residence and University accommodation.

In order to apply for priority accommodation you will need to be able to evidence how your disability, medical condition, or mental health difficulty, as defined by the Equality Act 2010, impacts upon your accommodation requirements and/or need to live on campus or in University accommodation.

Care leavers may also fall within this category and are required to provide supportive evidence from their local authority.

We recommend prospective students carefully consider which type of University accommodation will suit their needs prior to booking. If you have any questions about the suitability of a hall, town house or type of room then please contact the Accommodation team for guidance.

## How do I apply?

1. Complete the **Priority Accommodation Request Form**
2. Enclose **supporting medical evidence** that documents why University accommodation or a particular type of room is necessary. This should be **written by a medical professional on official headed paper, dated within six months**\* of the submission date (\*if the evidence is older, or it is not clear how the condition is still impacting on you at the time of application you may be required to obtain updated medical evidence).
3. To support your request, the University needs to be satisfied that you would not be able to attend your course unless you are allocated to specific accommodation, or without specific adaptations or provisions; to allow us to make an informed assessment we require as much detailed information as possible about your condition(s) and any treatment or special requirements you need.
4. Please note that any requirement (i.e. room adaptation, location, type, dietary requirement or specialist equipment i.e. a fridge for medication) **must be disclosed either on the Priority Accommodation Request form or directly when submitting the online booking form**. If you fail to disclose this information, or only do so after you have been allocated accommodation, or have been placed on the waiting list, the Accommodation team may not be able to make a new offer of appropriate accommodation.
5. Accommodation at Waterside is reserved exclusively for new students. However, there may be exceptional cases where students with disabilities and additional needs can apply for on-site accommodation. In these instances all applications must be supported by medical evidence, dated within 6 months of the application, even if you have previously applied for and been accepted for Priority Status. The medical evidence must relate to a disability and be able to clearly demonstrate why on-site accommodation is required. Preference and familiarity will not be considered justification for on-site accommodation.

Applications for Priority Accommodation will be considered on a case by case basis. Prior to making its decision the University may require additional information or for you to book and attend a consultation with either ASSIST or the University Mental Health Advisor Service (University MHAS). As part of your application process we will also look at any reasonable adaptations that need to be made to facilitate access in Halls.

## What happens next?

Once your application has been received by ASSIST it will be assessed and a decision will be made as to whether you qualify for Priority for the accommodation type or adjustment you have requested.

ASSIST/the University MHAS will email you to advise the outcome of your application. **You will then need to apply for your place in Halls**. **An application for Priority Status is not an application for a room in Halls and you will still need to apply online.**

## When is the deadline to apply for Priority?

The deadline to apply for a priority room is **11th March for existing students and the 29th March 2019 for all new student applicants**; after this date you may still apply for a priority room, but we may be unable to meet your needs and may not be able to offer you a suitable room. When your application is processed we will email you to advise whether your application has been successful and what adjustments we can provide for you. You will then still need to apply online for your place in Halls.

## What if my application is turned down – can I appeal?

Where an application for a Priority room is rejected you have the right to appeal. In the case of an appeal the University will appoint a panel comprising members of disability support services and accommodation services to review the application and make a final decision; it is likely that additional supporting evidence will be required from you to support your appeal. The panel decision will be final.

## Personal Emergency Evacuation Plan (PEEP)

Students who indicate on their Accommodation Application that they have a disability, medical condition, injury or additional need and who are offered a place in University accommodation may need to meet with a member of ASSIST so that a Personal Emergency Evacuation Plan (PEEP) can be completed upon their arrival.

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