

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.

Handling of applications

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

We will then endeavour 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).

Where an applicant has a criminal conviction which would be inconsistent with living in a residential community, such as convictions for violent behaviour, sexual offences, 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 it later transpires has provided false or misleading information will be referred to the University's disciplinary procedures.

Applicants are expected to behave in a reasonable in a reasonable manner and not to bring the reputation of the institution 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

The University does not guarantee that it will be able to make you an offer of accommodation. 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 which you have been offered;
- the dates of occupation;
- the total rent;
- the dates upon which the rent is due;
- the amount of damage deposit required;
- 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 on-line, you will be entitled to a fourteen-day cooling off period commencing from the time of acceptance.

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 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) for alternative formats.

Further information about accommodation at the University of Northampton is available at: <http://www.northampton.ac.uk/study/student-life/accommodation>

Enquires about the accommodation, and the application and allocation processes should be channelled through Accommodation Services, in Student Services at accommodation@northampton.ac.uk

Enquires about the payment of monies of for the accommodation should be channelled through the Accommodation Manager. They can be contacted by email at Accommodation@northampton.ac.uk or by phone on 01604 892238.

If you are dissatisfied with the way in which your application has been handled, please contact Vicki Jesney, Accommodation Manager by emailing Vicki.Jesney@Northampton.ac.uk

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