

This statement aims to provide a clear understanding of the University of Manchester's policy and conditions relating to its guarantee of accommodation, the application process and the allocation of study rooms in our halls of residences.

### **GENERAL PRINCIPLES**

- We do not discriminate on grounds of race, colour, religion, ethnicity, sexuality, age, gender, gender identity or disability.
- Our accommodation is managed with the values of inclusivity and mutual respect.
- Students applying to live with us should expect to live with people from a variety of cultures, and religions.
- Local applicants: we **do not have** a post-code restriction and accept applications from all areas

### **THE GUARANTEE**

We guarantee **an offer** of a place in residence in University accommodation to:

- **All UK undergraduates in the first year of study**, provided they are coming to University alone; studying for their first degree; have submitted an application for accommodation by 31 August of the year of entry; have met the conditions of their offer by 31 August; and are applying for accommodation for a full academic session (i.e. September to June/July). We cannot guarantee to offer a place in a preferred hall of residence.
- **All overseas undergraduate students for the duration of their studies**, provided they are coming to University alone; pay the overseas rate of tuition fees; have met the conditions of their offer; have submitted an application for accommodation by 31 August of the year of entry; reapply for accommodation in subsequent years for the full academic session (i.e. September to June/July); and reapply for accommodation in subsequent years by the advertised due deadline (usually February). We cannot guarantee to offer the same room from year to year.
- **Visiting and exchange students** who are coming to University alone; have met the conditions of their offer; are studying for the full academic session (i.e. September to June/July); and have submitted an application for accommodation by 31 July. We cannot guarantee to offer a place in a preferred hall of residence.
- **All overseas postgraduate students** for the duration of their studies, provided they are coming to University alone; have met the conditions of their offer by 31 August; have firmly accepted a place at the University by 31 August of the year of entry; have submitted an application for accommodation by 31 August of the year of entry; are applying for accommodation for a full academic session (i.e. September to June/July or September to September) and reapply for accommodation in subsequent years by the advertised due deadline (usually February). We cannot guarantee to offer the same room from year to year.

We reserve the right to remove the guarantee to students in breach of the Terms and Conditions and/or in receipt of disciplinary fines and other sanctions issued by the ResLife team or other officers of the University.

### **APPLICATION PROCESS**

Applications are welcomed from prospective full time students in receipt of an offer to study at The University of Manchester and full time students registered with The University of Manchester (except students on work placement programmes).

Typically applications are accepted from the middle of January prior to the September entry. All applications are made online and receive an automatic acknowledgement.

Applicants are advised to read our Terms and Conditions and accompanying Residences Guide which are available from our main website: <http://www.accommodation.manchester.ac.uk/>

### **ALLOCATION AND OFFER PROCESS**

Where possible students will be allocated to one of their selected options, however this is not guaranteed. Selections made on the application form **are considered in preference order**. The date of application is not a determining factor in the allocation process prior to midnight before the release of A-level results in England and Wales. Applications received after the release of A-level results are dealt with in date order.

Students who apply late or through clearing will be allocated dependant on availability.

Offers of accommodation are made by e-mail and applicants will normally have four days to accept the offer. At the point of acceptance an advanced licence fee payment of £400 will need to be paid. This is not a deposit and forms part of the total licence fee.

Those who decline an offer of accommodation will forfeit the guarantee (if guaranteed). If accommodation is still required at a later date we will try to help but there is no guarantee that further offers will be made.

### **SPECIAL CONSIDERATIONS**

- **Groups:** We do not typically allocate groups of friends together but will consider requests.
- **Lifestyle Moderated Areas:** We have considered the provision of areas within Halls that can offer an alternative lifestyle to what might be considered the usual Undergraduate experience in a UK Institution. Students living in this area would have requested and be expected to adopt a moderated lifestyle in respect of alcohol, parties and noise etc. We do not envisage being able to guarantee a permanently quiet or alcohol free environment.
- **Medical needs:** The Accommodation Office will endeavour as far as possible to take account of individual needs when allocating places in residences. If you wish any medical condition to be taken into account with your application, you must enclose a statement from your doctor (this will need to be posted separately if you are applying online). All information is treated as strictly confidential. Please note it may not be possible to allocate suitable accommodation to students applying late or through clearing.
- **Minors:** As part of our commitment to ensure appropriate pastoral care is provided for the well-being of students who, when starting University are under the age of 18, we have specific halls deemed suitable to accommodate you. Please contact us for further information.
- **Returners:** All returning students can apply to live in university accommodation. We allocate a period of time for returners to book accommodation for the following academic year; this usually begins in December and ends in February. As with accommodation applications in the summer there is no guarantee that preferences can be met. If there is no availability, the office will keep a waiting list of interested applicants for accommodation or will assist in signposting to the private rented sector.
- **School of Nursing, Midwifery, Social Work:** All undergraduate students studying with the School of Nursing, Midwifery, Social Work (45 weeks of study) that wish to stay within University Halls of residence, will need to apply for a 40/41 or 42 week undergraduate accommodation agreement (September to June/July). Accommodation will be available under our 'summer vacation accommodation' for the five additional weeks required. Details of our 'summer vacation accommodation' including cost and how to apply will typically be available [via our home page](#) from mid to late April (enquires can also be made at your hall administration office) – we will do our best to assist with accommodation within the current hall of residence being occupied but due to operational reasons this is not always possible. Please note students will not be charged more than the term-time rate for as long as their stay coincides with their term time.
- **Single Gender Flats:** The Accommodation Office will provide a number of single gender flats taking into consideration that visitors to the property may be from the opposite gender.

### **MARKETING OF ACCOMMODATION**

- Prospective students are invited to attend University Open Days in June and September/October to view academic departments and join an organised tour of one of our residential campuses. If Open Days are not held the University will organise online information sessions about accommodation. In addition to University Open Days. Tours of the Fallowfield Campus are organised on most Wednesdays between November and March (subject to no restrictions being applied by local or national government) - <http://www.manchester.ac.uk/study/undergraduate/open-days-visits/meet-us/university-accommodation-tours/>

### **ACCOMMODATION CALENDAR**

January of the year of entry	Accommodation applications commence for new and present students
February – end of second week	Present student offer applications close
From March	Accommodation offers issued to present students and those already holding an unconditional offer
Second or Third week of August	From the Friday following A-level results being released in England and Wales on the Thursday – offers of accommodation are sent to new unconditional offer holders
31 <sup>st</sup> August	Accommodation guarantee ends
September	Most accommodation contracts commence on the Thursday prior to the start of the University Welcome Week with some starting on the Monday but some start earlier in September.