



## **College Residential Accommodation Allocation Policy 2023 -2024 Entry**

There are 700 bed spaces for under 18 and over 18 students studying Further Education programmes; a mix of single en-suite, twin en-suite and twin non en-suite rooms.

Accommodation is single sex with limited mixed sex accommodation for students over the age of 18 on 1 September 2023.

All rooms are non-self-catering and students are expected to eat in the wide range of eating outlets on the campus.

**Demand for rooms consistently exceeds the number available and the offer of a place on a programme does not guarantee an offer of accommodation. Annually we operate a wait list for those who aren't successful in obtaining accommodation at the initial stage. Around GCSE results day we see a number of changes and those on wait lists often receive a room.**

### **Process for application – New students**

- Applications for accommodation open on Monday 17<sup>th</sup> April 2023
- In order to be eligible to apply for accommodation students must be studying on a Level 3 BTEC Diploma or A Level programme. We are not able to provide accommodation to students that are studying on Level 2 qualifications.
- Before making an application for accommodation, students must have accepted an offer of a place on a course at least 24 hours before applying for accommodation.  
Applications for accommodation will not be accepted until a place has been accepted.
- During the application process, students can state their desired room preference, however first year students are typically allocated twin en-suite rooms/twin non en-suite rooms.

### **Accommodation allocation will be allocated on the following basis:**

- Year 1 students who are part of the elite sports academy (as selected by the academy managers) will be allocated shared twin rooms. These will be in our three shared accommodation blocks across campus. Rooms may be en-suite or non-ensuite and may have bunk beds.  
We aim to group disciplines together where we can although this cannot be guaranteed.
- Other A Level and BTEC students can apply for any room type.

As part of the application process, students must declare any medical conditions. Supporting evidence from a suitably qualified professional in the relevant field may be required and the College's Safeguarding

& Wellbeing Manager will undertake a risk assessment prior to confirmation of an accommodation place where necessary, to ensure we are able to put in place any reasonable adjustments that are required

When students apply for a room, they will be required to pay a deposit of £130 and to provide debit / credit card details to enable a recurring card payment plan to be set up. (Advance notification will be sent of the payment values and dates to be collected, and apart from the initial £130 deposit, will not start until after the student has moved into their room).

Students successful in securing a bed space will receive a formal offer of accommodation by 31<sup>st</sup> May 2023.

Students who have been unsuccessful in securing accommodation will be notified by 31<sup>st</sup> May 2023 and will automatically be placed on a wait list for a room.

### **Method of allocation – New students**

Demand for rooms consistently exceeds the number available and new students are encouraged to apply for accommodation as soon as possible after applications open, following acceptance of their offer to study.

### **Applications from students are allocated in accordance with the following criteria:**

#### **(NB This is not an exhaustive list)**

- Students who are able to travel on public or College transport (see Hartpury website for details) will not be allocated accommodation unless there are rooms available at 31<sup>st</sup> August 2023.
- International Students
- **Programme of study:** Students studying an agriculture, animal or equine equitation programme will be given priority.
- Students who are part of the Elite Hartpury Sports Academies, as selected by the academy manager.
- There are also a limited number of rooms available for Sports Students who are not part of the Elite Sports Academies.
- Assessment of the quality of interview including quality of answers and alignment with career aspirations.
- Academic performance and attitude to study shown in school report.
- Predicted grades of students as shown on school reports.
- Students who have on-site livery.
- Suitability of the accommodation environment to the student's needs (after reasonable adjustments).
- Students on a recognised two-year programme returning for Year 2 that have been in College accommodation previously and are not able to travel on public or College transport.

The above criteria will not preclude other students from being resident if vacancies exist.

Students who study an Access to HE programme and students studying Agriculture Year 3 and returning to College after their placement year will be allocated accommodation in Gloucester.

Students over the age of 18 may be offered accommodation in Gloucester.

The offer of accommodation will be withdrawn, if a student fails to meet the entry criteria for a programme, or if a subsequent risk assessment deems the offer of accommodation a safeguarding risk to either the student or others.

Qualifying for a bursary from the Residential Fund does not guarantee an offer of a residential place at College. Awards made from the Residential Fund cannot be used for any other purpose, e.g. transport, as the award is subject to external scrutiny.

***The offer of a course does not guarantee an offer of a residential place at College.***

### **Application – Returning students**

Having a residential place for one academic year does not guarantee a place in subsequent years and an application has to be made each year. Students who are able to travel on public or Hartpury transport will not be allocated accommodation unless there are rooms available at 31st August 2023

Returning students are given the opportunity to apply before the application process goes 'live' for new students. Applications will be judged yearly according to the allocation criteria.

Students returning for year 2 of their programme must apply for accommodation with a deadline, 3<sup>rd</sup> April 2023 after which the rooms are offered to new students. New students will receive priority for accommodation from this date.

Any returning student who has been excluded from residence in year 1, will be unable to apply for accommodation for year 2 or year 3 (if applicable).

### **Allocation – Returning students**

Students returning for year 2 of their programme who are aged over 18 on 1 September 2023 will be allocated to single en-suite accommodation in New Vicarage, which has a tenancy of 40 weeks.

Students returning for year 2 of their programme and who turn 18 before Christmas 2023 may be allocated to single en-suite accommodation in New Vicarage, which has a tenancy of 40 weeks. Students will also have the opportunity to live off-site in Gloucester.

**There is no appeals process and the decision of the Hartpury Accommodation Team is final.**

Approved July 2022