

St. George's, University of London - University Halls Allocation Policy 2024-25

1. Introduction

- 1.1. The University offers accommodation for new and continuing students in University halls of residence. There are currently 486 rooms in Horton Halls, of which 6 are reserved for Resident Advisors. The University can also advise on places at private halls and the local housing market.
- 1.2. Places in Horton Halls are normally only available for full-time students registered on an SGUL programme requiring accommodation for a full academic year, though a limited number of places are reserved for students studying electives. Priority for places is given to care leavers and students with disabilities, regardless of programme or year of study. First year undergraduate students will then be prioritised as set out in section 2.3 below. Students in subsequent years of programmes are expected to make their own accommodation arrangements within the private rental sector.
- 1.3. Accommodation is normally provided from September to June/July dependent on the length of the year of study. Students registered on programmes which start earlier or continue outside of these dates will be given priority for a place during the summer. However, a change of room may be necessary and a separate application must be submitted.

2. Allocation process

2.1. Priority places

- 2.1.1. Horton Halls aims to provide a supportive living and study environment and may be particularly suitable for students with additional requirements due to disability, health conditions, status as care leavers or other needs. These students, regardless of programme or year of study, will be given priority for a place in halls accommodation.
- 2.1.2. Students should discuss their requirements with the SGUL Student Accommodation and Welfare Advisor at an early stage before completing the online application. Where appropriate a preliminary visit to view the accommodation can be arranged.
- 2.1.3. Applications must be supported by appropriate evidence such as a medical certificate or doctor's letter dated no earlier than one month prior to their online application. Applications for priority based on additional needs will be considered on their individual merits by the Head of Student Services (or nominee).
- 2.1.4. Students who indicate on their online application that they have additional requirements and who are offered a place in Horton Halls will be required to meet with a Resident Advisor or other appropriate member of SGUL staff so that an Accommodation Risk Assessment can be completed within two weeks of their arrival.

2.2. Undergraduate students

2.2.1. All first-year undergraduate students entering St. George's-awarded degree programmes for the first time and requiring accommodation will be guaranteed a place in Horton Halls subject to the following conditions being met:

- an application for accommodation is submitted no later than 1 July 2024
- they have received and firmly accepted an unconditional/conditional offer of a place on a programme of study by 1 July 2024; and

Students who meet the above criteria, holding a conditional offer, will receive an offer of accommodation once they have fulfilled the academic conditions of their offer to study at SGUL.

2.2.2. In the event of the number of places being oversubscribed, undergraduate students with a residential address outside of the UK (i.e. international and EU students) will be prioritised first followed by UK undergraduate students with parental homes outside the M25. Undergraduate students with parental homes inside the M25 will then be allocated on a first-come-first-served basis.

2.2.3. Undergraduate students holding an insurance offer from SGUL may only apply for halls accommodation once their offer of a place becomes firm. These students will be placed on a waiting list for halls accommodation and may be advised to seek alternative accommodation.

2.2.4. Students making a late application for halls accommodation, including students taking up places through clearing, will be placed on a waiting list and may be advised to seek alternative accommodation.

2.2.5. A limited number of places in Horton Halls are reserved for students of other universities undertaking a short-term elective clinical attachment at SGUL. Applications for these places may be made on a rolling basis and are subject to availability.

2.3. Graduate students

2.3.1. First-year graduate students on full-time taught postgraduate programmes or Graduate Entry MBBS programmes may apply for accommodation.

2.3.2. All such students who apply for accommodation will be prioritised before the start of the session subject to the following conditions:

- an application for accommodation is submitted no later than 1 July 2024
- they have received and firmly accepted an unconditional/conditional offer of a place on a programme of study by 1 July 2024; and
- they have not previously studied at undergraduate level whilst living in the London area (within the M25).

Subject to availability, students who meet the above criteria, holding a conditional offer, will receive an offer of accommodation once they have fulfilled the academic conditions of their offer to study at SGUL.

2.3.3. Accommodation is normally provided from September to June/July, dependent on the length of the year of study. Those students whose programme continues

for a calendar year (12 months) will be given priority for a place during the summer but a change of room may be necessary and a separate application must be made. Accommodation cannot be provided beyond the end of August, even if a programme of study extends beyond this date.

- 2.3.4. No offer of accommodation will be made before the start of the first term to UK graduate students. These students are strongly advised to seek alternative accommodation.
- 2.3.5. Graduate entrants who apply after the stated application deadline will be advised to seek alternative accommodation.

2.4. Continuing students with additional requirements

- 2.4.1. Students who have additional requirements that impact on their need for accommodation whilst studying at SGUL may be entitled to reside in Horton Halls for their second and subsequent years of study.
- 2.4.2. Applications must be supported by appropriate evidence such as a medical certificate or doctor's letter dated no earlier than one month prior to their online application. No guarantee can be offered that students will be allocated to the same bedroom occupied in first year, however, in cases where physical adaptations to the accommodation render this the most suitable for the current resident, every effort will be made to ensure that this accommodation is retained for that student.
- 2.4.3. Applications for students with additional requirements are subject to the following conditions:
 - Applicants must be a continuing, full-time student at SGUL;
 - Applications must be received by 1 July 2024;
 - Applications must be supported by appropriate evidence of the applicant's particular need. Such supporting evidence must not be dated more than one month prior to the date of application. Supporting evidence includes letters from registered medical practitioners, which should be submitted to the SGUL Disability Service.
- 2.4.4. Applications from returning students with additional needs will be considered on their individual merits by the Head of Student Services (or nominee). Successful applicants will receive their allocation offer in July.
- 2.4.5. Applicants obtaining evidence after the application deadline may still apply for accommodation and will be considered on a case-by-case basis. However as room allocations will have been made for the coming session, no guarantees of an offer of accommodation can be made.

2.5. Accommodation for couples (married or in a civil partnership) and those with children

SGUL is unfortunately unable to provide halls accommodation for couples or families. Students with children are advised not to bring them to London until firm arrangements for accommodation are in place. Some provision for international students with families is available in University of London intercollegiate residences and SGUL will support

students seeking a place there. Applicants requiring more information are advised to contact the SGUL Accommodation and Welfare Advisor as early as possible in the application process.

2.6. Unallocated places

2.6.1. Any places still available at the end of the allocation process will be allocated via the waiting list, in order of application and priority. A small number of places may be available for continuing students once the allocation process is complete. Students from the waiting list who are offered a place will have five working days to accept their offer before it is withdrawn

2.6.2. If rooms become available during the year places will be filled from the waiting list or, if exhausted, will be promoted to current students.

2.7. Outstanding Accommodation debts

In line with the accommodation fees policy students who do not pay their accommodation fees in full will not be able to apply for a place in SGUL Halls of Residence in subsequent years and will have any offer of accommodation withdrawn.