



Writtle
University
College

Accommodation Policy 2023 Entry

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
Conferencing and Accommodation Services Manager	Accommodation
Version Number	Date drafted/Date of review
001	
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
Reviewed and Approved by (see Policies Guidance for approval process)	Date
[for example only: UCLG P&R Committee of Governors]	11.01.2023
Access (tick as appropriate)	
Public access (website) <input type="checkbox"/> And/Or Internal access (MyWi) <input type="checkbox"/>	Staff and Student access <input type="checkbox"/> Or Staff access only <input checked="" type="checkbox"/>

Policy Overview and Scope

Our University College's [Accommodation Office](#) aims to help all students find the accommodation of their choice whilst studying at WUC, within the limits of available places, both on and off campus.

Places in halls are generally contracted for a full residential session, which is usually 37 weeks (for Higher Education students) or 42 weeks (for Further Education students that are 18 years old) unless the programme of study is shorter, or for the remainder of a residential session if a session has already commenced.

All students over 18 years of age attending a full-time programme of study at Writtle University College are welcome to apply for our campus hall accommodation, regardless of their current home address and personal circumstances. Each application will be considered individually and you will be informed as to whether you have been successful by the end of May 2023.

Writtle University College does not accept students under 18 years of age into Halls of Residence. The only exception to this is for our Land Based Engineering Apprenticeship programme, which has dedicated residential accommodation and support.

Policy and Procedure

Policy Objectives and Priority Criteria

Our Accommodation policy aims to provide all students with fair access to a room in halls of residence and access to the variety of room formats available.

However, it is likely that applications will exceed demand and we are unable to guarantee accommodation to all applicants. To ensure fairness, we will prioritise student groups as follows:

- Students who are studying with us for their first year
- Students living outside a 25 mile radius of the University College
- Students who are care leavers or care experienced
- Students with medical needs / disabilities
- International students applying before 1st July

If places are available, returning students are welcome to apply for a place in halls; opening date for applications will be at the end of April 2023.

First Year Students

WUC will guarantee a room in accommodation to all first-year students who have confirmed WUC as their selected Firm Choice, by the end of May.

Care Experienced Students

A Care experience student is anyone who, at any stage in their life, for any length of time (no matter for how short a time period) has been in care; or is currently in care or is from a looked-after background, including adopted children who were previously looked-after. This could be looked after in the UK or Overseas.

Students who are care experienced can apply for accommodation for the full period of their studies with uninterrupted breaks (relevant cost apply). This means that the room will be allocated for the period of full time studying at WUC, including out of term periods.

Medical Conditions and Disabilities

We will endeavour to work closely with students to understand specific needs to ensure that we can support them whilst living on campus. However, where a student declares a medical condition, or has an accredited

Assistance Dog, which may require specialist or modified accommodation, or a specific room type, this cannot be guaranteed.

In this instance, the student will have an assessment with the HE disability team, considering third party advice or recommendations if appropriate. We would then determine whether suitable accommodation is or can be available with reasonable adjustments to meet the student's needs.

If the assessment finds that we are unable to accommodate the student because there are no rooms available or that reasonable adjustments cannot be safely made, then this will be discussed in full and we would advise that the student seeks information for off campus accommodation.

Where a student declares a medical condition or disability that does not require physical adaptations to accommodation but which may indicate an ongoing risk to the student (or others), such as epilepsy, we will carry out a risk assessment to ensure support will be in place to manage the risks.

International Students

In order to support the transition to a new country, we encourage our international students to live on campus. This will ensure that students are able to benefit fully from the learning and social experience and minimise costs of alternative accommodation and travelling to campus.

International students are guaranteed a place if they apply before 1st July and have met all Pre CAS (Confirmation of Acceptance to Study) checks and have paid the relevant deposit for their course of study.

Booking Process

Applications for a place in our WUC Halls of Residences should be made via our online form at writtle.ac.uk/accommodation as soon as you have confirmed WUC as your firm choice.

First year applications for halls will start to be accepted from January 2023, with returning students able to apply from the end of April 2023.

We aim to give first year applicants their first choice of standard of room for applications received by the end of May. After this date offers will be made on the basis of room availability.

It is important that that applicants declare any medical needs or disabilities that may need to be considered.

Applications will be processed in the order of receipt initially for first-year students and then those received from returning students.

Offer letters will be sent out to applicants once you are a Firm Choice Offer holder at Writtle University College, by the end of May.

Payments

Once you have received an offer letter you will be asked to pay a £250 reservation fee. This will be converted to a damage deposit once you have moved into your room.

Damage deposits will be refunded at the end of your time in halls; subject to deductions for any damages to individual rooms or communal areas.

Hall fees are due in three instalment which will be set out in the offer letter, generally September, January and April. These dates will coincide with receipts from student maintenance loans.

Personal Information and Data Protection

Personal information collected due to this process will only be used by Writtle University College for the purpose of administrating applications for accommodation.

The University College has an Appeals Procedure – where needed details can be found in the Student Handbook or on request.

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in large print, or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
001	New Policy	11.01.2023