

Shuttleworth College Residential Accommodation Allocation Policy

There are 76 bed spaces available at the College for under 18 and over 18 students studying Further and Higher Education programmes; All rooms are individual with shared toilet and bathroom facilities, communal spaces and kitchenettes.

All rooms are catered from Monday to Friday and students are expected to eat in the Munch & Mocha outlets on the campus.

Demand for rooms often exceeds the number available and the offer of a place on a programme does not guarantee an offer of accommodation.

Process for application – New students

- Applications for accommodation are made when you apply for your course through our online application system.
- Applications will be considered and processed during the first week of June.
- In order to be eligible to apply for accommodation students must be studying on a full-time study programme based at our Shuttleworth College Campus.
- Applications for accommodation will not be accepted until a place has been accepted on a course of study.
- 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 Residential team will undertake a risk assessment prior to confirmation of an accommodation place where necessary.
- Students successful in securing a bed space will receive a formal offer of accommodation by the first week in August at the latest.
- Students who have been unsuccessful in securing accommodation will be notified by the first week in August and will automatically be placed on a waiting list for a room.
- When students have received a formal offer for a room, they will be required to pay a deposit of £200 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. Payments will not start until after the student has moved into their 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:

- Home location of student.
- Assessment of the quality of interview including quality of answers and future aspirations.
- 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 do not live within 3 miles of a college transport route.
- Students who live within 3 miles of a college transport route (see College website for details) will not be allocated accommodation unless there are rooms available at the 22 August.
- Safeguarding risks or appropriateness of student to live in an environment with other students and minors.

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.

Students that live within 3 miles of a college transport route are not eligible for the residential fund bursary.

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 College transport will not be allocated accommodation unless there are rooms available at 22 August.
- 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.

Allocation – Returning students

- Students returning for year 2 of their programme must apply for accommodation with a deadline of the first week of June, after which the rooms are offered to new students. New students will receive priority for accommodation from this date.

Appeals Process

If a student does not agree with any decision made in relation to judgements on allocation of Residential spaces, then they can appeal in writing to Simone Newman (Head of Student Services) snewman@bedford.ac.uk

All appeals should be made within 10 working days of the decision being notified.

Appeals will be acknowledged within 5 working days and students will receive a response and a decision within 14 days of the appeal.

The outcome of appeals are to be decided by the Head of Student Services and the Vice Principle (Shuttleworth College).

If a student does not agree with the appeal decision, they must raise a complaint using the College's complaint procedure.

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