

**Commercial Services - Residences**

**Halls of Residence Allocations Policy**

**Approved:**

**Established:**

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Halls of Residence Allocations Policy

This document outlines the policy for the allocation of rooms in Cardiff Metropolitan University’s Halls of Residence and Private Halls of Residence with nomination agreements.

Cardiff Metropolitan University aims to secure accommodation for all full time first year undergraduate students and international students who wish to live in Halls of Residence.

**Guarantees**

The following students are guaranteed accommodation:

* **Students aged 17 years old at the start of the Academic year –** Placed in university-owned halls where possible, in line with the Under -18’s policy.
* **Care Leavers and estranged students (up to age 24) –** Those who were in Local Authority care immediately prior to joining Cardiff Metropolitan University and qualify for the Care leaver bursary. They will, wherever possible, be placed in university owned Halls and may remain in halls over the Summer Vacation period and in their second and third year if required. This will also apply to students who meet the criteria as Estranged Students. An estranged student is studying without the support of a family network and who is irreconcilably estranged from their parents. Estranged students have no communicative relationship with either their adoptive or biological parents.
* **Students with disabilities** –Those who require suitably adapted/accessible accommodation, provided suitable accommodation is available – these students may remain in halls for the duration of their undergraduate studies if required.
* **First year international students** – Must complete the Global Engagement application procedure before the deadline. application procedure before the deadline.

**Limited Accommodation Guarantee**

An offer of university approved accommodation is guaranteed for full-time Cardiff Met students in their first year of study who:

* Hold an Unconditional Firm offer for an eligible course and have made Cardiff Met their first choice through UCAS
* Submit their online halls application by 31st May
* Require accommodation for the full letting period as a single occupant
* Accept the accommodation offer and pay the pre-payment by the offer deadline.

**Halls of Residence Allocation Criteria & Priorities**

Priority is given to:

1. **Unconditional Firm first year undergraduate** or foundation students who have not previously lived in Halls.
2. **Students with exceptional medical or social circumstances -** Supporting evidence from a qualified professional in the relevant field is required and an assessment must take place by the Student Services Team outlining the reasons for the exception and recommendations for accommodation type and location.

All offers are made based on a full Academic year contract (42 weeks for Cardiff Met owned accommodation and 43-44 weeks in nominated private halls). Short term contracts are not available.

Due to high demand, we cannot guarantee placement in preferred halls or room types. Students will be allocated accommodation designated as suitable for their study campus, unless exceptional circumstances apply.

 **Additional Notes:**

* Students who have completed a previous Foundation course at Cardiff Met will not be eligible to apply for accommodation.
* Welsh speaking students – can request to live with other Welsh speakers subject to availability and matching preferences.