**Commercial Services - Residences**

**Halls of Residence Allocations Policy**

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Halls of Residence Allocations Policy

This document provides an outline of the policy for the allocation of rooms in Cardiff Metropolitan University’s Halls of Residence along with the allocation of rooms in any private halls of residence where either an informal or formal nomination agreement exists.

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

**Guarantees**

Those guaranteed accommodation are:

* Students aged 17 years old at the start of the Academic year – these students will wherever possible be placed in University owned Halls in line with the Policy Regarding Students or Employees Who Are Under 18 Years Old
* Those students up to the age of 24 who have been in the care of a Local Authority immediately prior to starting at 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 who require suitably adapted accommodation provided suitable accommodation is available – these students may remain in halls in their second and third year if required.
* Individual International students in their first year of study at Cardiff Met providing they complete the application procedure set out by Global Engagement before the allocation deadline set in that procedure.

In addition, we provide the following limited guarantee:

We will guarantee you a place in University-approved accommodation if you are applying to be a full-time student at Cardiff Met for the first time.

To meet the criteria for guaranteed accommodation, you also need to:

* have accepted an offer of a place at Cardiff Met and made us your first choice through UCAS.
* submit your online halls application for accommodation to us no later than 31st May.
* need the accommodation for the full letting period as a single occupant.
* accept our offer of accommodation, and pay your deposit to us, within seven days of us issuing the offer to you.

**Halls of Residence Allocation Criteria**

**Priorities**

The criteria for prioritising are defined below:

* Unconditional Firm first year undergraduate or Foundation students who have not previously lived in Halls of Residence
* Date of receipt of the online Halls Application – halls will be allocated in date order of application
* Students with exceptional medical or social circumstances. Supporting evidence must be provided from a suitably qualified professional in the relevant field and an assessment must take place by the University’s 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 – currently 40 weeks (42 in nomination private halls). We are unable to offer any shorter-term contracts.

No guarantee is made that an applicant will be allocated accommodation in their first or subsequent preferences of halls due to the high demand for accommodation. In addition, students will only be offered accommodation in halls which are designated for their study campus unless there are exceptional circumstances for requiring accommodation in halls not related to the students’ study campus.

Students who have completed a previous Foundation course at Cardiff Met will not be able to apply for accommodation.

Welsh Speakers

Students who speak Welsh and would like to live with other Welsh speaking students will be allocated accommodation together provided that their accommodation preferences made in their halls application match with other Welsh speakers, their date of application meets the accommodation type and they are not deemed to be local as defined above.