GROUP APPLICATIONS FOR UNIVERSITY HALLS OF RESIDENCE
RETURNING POSTGRADUATE STUDENTS - SESSION 2019/20

Group Applications

Where a group of students are applying to live together, they will need to agree a group leader who applies first and generates the group code. Please download the document Applying as a group leader. The group leader can invite up to four members to join the group by entering each student's ID number, first name, surname and email address. The group leader is responsible for the accommodation preference for the group. This is either David Russell Apartments, or Fife Park. Each student on this list will receive an email with the names of the other group members and the group code. Each subsequent application by the other members of the group should use that identifying code. Each applicant in the group must submit a separate application using the group code issued by the group leader. Please download the document Applying as a group member. Applications are accepted by groups of up to 5 students. If you have not previously uploaded a photo on the application you will be prompted to do this before you can proceed.

Please Note: Whilst Student Accommodation Services cannot guarantee University accommodation for returning students we are confident that, for 2018-19 due to the expansion of our residences, there is every likelihood we will be able to accommodate returning students to residence. We cannot guarantee to meet any applicant’s preference for a specific room, apartment or flat, but these will be considered wherever possible.

GROUP APPLICATIONS FOR HALLS OF RESIDENCE

<table>
<thead>
<tr>
<th>Application Time Table</th>
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</thead>
<tbody>
<tr>
<td><strong>Application:</strong> The online application form is made available for returning Postgraduate and undergraduates to complete.</td>
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<tr>
<td><strong>Allocation:</strong> Student Accommodation Services allocate rooms and send out an automated email with an offer, to successful applicants. Those who do not receive an offer will receive an email with further information.</td>
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<tr>
<td><strong>Acceptance:</strong> Applicants have 10 days to accept their offer, prior to it being withdrawn.</td>
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<tr>
<td><strong>Rejection:</strong> Once an offer has been accepted applicants have 7 days to change their mind and reject it without incurring financial liability. If you cancel after the 7 day period you will incur full contract liability. Please read Terms and conditions before you accept your offer they have been updated for 2019/20.</td>
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1. **Allocation Policy (Returning Students)**

The following criteria are considered when allocating accommodation to returning students:

**Priority Groups:**
1. Students for who specialised facilities have to be arranged e.g. Disabled Students
2. Students who are in receipt of the accommodation award for 2018-2019 are guaranteed accommodation but must apply for accommodation online and note “Accommodation Award” in the special requirements section. The accommodation award is only applicable for Deanscourt, David Russell Apartments and Fife Park.

**Excluded Groups:**
1. Students who have been evicted from any University accommodation or have received a written warning that has stated that they will not be eligible to reapply for University accommodation.
2. Students with long standing arrears of residence fees.
3. MLitt students continuing on to a new course who should apply as a new student.
4. Postgraduate students who require accommodation other than the standard contract of one semester or 38/50 weeks.
Student Accommodation Services will prioritise/exclude the groups defined above. Thereafter priority will be given to students who are currently resident within University owned or managed accommodation and in the event that applications exceed room availability, a ballot of all remaining students will be undertaken.

3. Rental Liability (Please read T & C’s section 5 regarding the cancellation policy)
http://www.st-andrews.ac.uk/students/rules/termsandconditionsforstudentsinresidence/

It is important that applicants are aware that an application and subsequent acceptance of an accommodation offer, forms a legally binding contract between the student and the University.

Students who accept an offer can only cancel if they notify Student Accommodation Services in writing by either a signed letter or an email from their University email account within seven days of the date the offer was accepted after this period they will be fully liable for the rent during the entire contract period.

Students who have accepted a place and take a leave of absence, or who formally withdraw from the University, will be charged accommodation fees, and catering fees where appropriate, up until the end of the Semester in which you leave.

4. Bedding and Linen

Bedding is not provided in the residences: bedding packs are available for you to purchase in advance via www.unikitout.com/collections/st-andrews. The pack will be available in your residence for your arrival. Alternatively, students have the option of bringing their own bedding.

5. Rents

The University’s Planning and Resources Committee approved the agreed rental proposal presented jointly by the President of the Students Association and the Director of Residential and Business Services. The rents for most properties will be increased to meet the projected increase in operating costs for the year of 3.3%. A more fundamental change has been agreed which will transfer the value of subsidised rents applied to entire residences to an Accommodation Award fund which will be available to students who qualify according to financial circumstances.