INDIVIDUAL APPLICATIONS FOR UNIVERSITY HALLS OF RESIDENCE
RETURNING UNDERGRADUATE STUDENTS - SESSION 2019/20

IMPORTANT INFORMATION FOR APPLICANTS: It is important that you take the time to read this information carefully and contact Student Accommodation Services if you have any queries, in advance of making an application. The following procedure sets out information regarding: the application timetable, liability if you accept an offer and fail to take up your place in residences and rental prices.

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.

<table>
<thead>
<tr>
<th>Fig.1</th>
<th>Application Time Table</th>
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</thead>
<tbody>
<tr>
<td>04/02/19 – 11/02/19</td>
<td>Application: The online application form is made available for returning Postgraduate and undergraduates to complete.</td>
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<tr>
<td>25/02/19</td>
<td>Allocation: 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>25/02/19 – 06/03/19</td>
<td>Acceptance: Applicants have 10 days to accept their offer, prior to it being withdrawn.</td>
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<tr>
<td>06/03/19 – 12/03/19</td>
<td>Rejection: 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. Completing the Application Form

Returning students apply for one specific residence; a link to a table containing the 2019/20 rents and residence will be available on the following website from mid-January 2019: https://www.st-andrews.ac.uk/accommodation/ug/current/applyforaccommodation/

Please use the online form to state any health and dietary needs and preferences regarding house, flat, apartment or room allocation. It is important to complete these at the time of application as it will not be possible to review applications later. If you have not previously uploaded a photo on the application you will be prompted to do this before you can proceed.

With reference to section 5 of this document you will note that there is a move to a more developed Accommodation Award to increase the range of accommodation available to students experiencing financial hardship. In addition to any application you may make to this fund it would be helpful to staff allocating accommodation if you would write “financial” in the free text of the accommodation application form if you wish to be considered for lower cost accommodation on financial grounds. Whilst there is no guarantee that in doing so your preference can be met, such information is helpful in the assessment and allocation process when capacity is so finite.
**Shared Rooms:** Students who want to share a room with another student in one of the catered residences should write the name of the student they wish to share with and a room number, if they have a preference, in the free text field of the 2019-20 application form. Both students need to name each other on their application form.

**Alcohol free accommodation:** This year we plan to offer alcohol free accommodation in some of the apartments in DRA. Students and their guests will not be permitted to drink alcohol within the apartment. We cannot guarantee an offer of alcohol-free accommodation to all applicants who apply for it. Further details can be viewed via: [https://www.st-andrews.ac.uk/accommodation/ug/current/alcoholfree/](https://www.st-andrews.ac.uk/accommodation/ug/current/alcoholfree/)

**Green Building David Russell Apartments:** This year we plan to offer accommodation within Balfour Apartments to students who have an interest in making a difference and reducing their impact on the environment. Further details can be viewed via: [https://www.st-andrews.ac.uk/accommodation/ug/current/green/](https://www.st-andrews.ac.uk/accommodation/ug/current/green/)

**Multi-year contracts:** For 2019-20 we are piloting a multi-year accommodation contract in Agnes Blackadder Hall (self-catering) and University Hall (catered). Further details can be viewed via: [https://www.st-andrews.ac.uk/accommodation/ug/current/multi/](https://www.st-andrews.ac.uk/accommodation/ug/current/multi/)

**David Russell Studio and Fife Park Apartments Studio** – Applicants are accepted from a single student or a student couple; price quoted is the full studio rent. Each studio contains its own ensuite and kitchen area and one double bed.

### 2. 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 play an active role in the life of a hall, defined as the Senior Student, Deputy, Treasurer and Secretary of each Hall Committee, plus up to an additional 10 students (15 at DRA) who have been deemed by the Warden to play an active role in residential life. In the event that the students in the defined committee roles are final years so cannot reapply, or have chosen not to reapply the Warden can nominate an alternative student for each place.
3. Students who are currently on a study abroad. This group of students should make this information known to us by adding to the notes field on the application form.
4. Students who are currently on a Leave of absence who intend to return in September 2018.
   5. 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.

**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.

The number of places allocated to returning students has increased steadily and takes into account the number of single entrant students predicted and who are guaranteed a residential place. Despite the problems created by some returning students applying for University accommodation when they are intent on taking up places within the private sector, this practice still persists. In the past few years once the number of students holding dual offers, University and private sector withdraw, the availability of University accommodation broadly matches the number of applicants, albeit not always meeting first preferences. For this reason we would wish to reassure returning students that if it is their intention to be allocated University accommodation for September 2019, they have a very good chance of success. For some this
may be a two stage process awaiting the release of places by those students holding dual offers. We intend to offer a similar number of places (c.1600) to returning students as were allocated last year.

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. To apply for an Accommodation Award, you can find further information on the web

Residence fees 2019-20: https://www.st-andrews.ac.uk/accommodation/ug/fees2019/