GROUP APPLICATIONS FOR UNIVERSITY MANAGED ACCOMMODATION
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 accommodation.

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 students ID number, first name, surname and email address. The group leader is responsible for the accommodation preference for the group which is Managed properties. 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.

Fig.1 Application Time Table for University Managed Properties

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/19 - 11/02/19</td>
<td>List of available university managed properties posted on Student Accommodation Services’ website (online application form only available from 04/02/19-11/02/19)</td>
</tr>
<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>
</tr>
<tr>
<td>15/02/19</td>
<td>Deadline for submission of letters with references to Student Accommodation Services for University managed properties.</td>
</tr>
<tr>
<td>25/02/19</td>
<td>Allocation: University managed properties: Student Accommodation Services, following the ballot notify applicants who have submitted references and indicated an interest in a specific university managed property on whether they are successful or not.</td>
</tr>
<tr>
<td>25/02/19 - 06/03/19</td>
<td>Acceptance: University managed properties: Successful applicants must contact Student Accommodation Services and arrange an interview to secure their tenancy.</td>
</tr>
<tr>
<td>07/03/19 - 13/03/19</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.</td>
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</tbody>
</table>

University Managed Properties

University Managed Properties are privately owned properties let through the University. The properties are located throughout St Andrews ranging in size from 1 person to 5 person with a couple of larger properties for 8 & 9 residents. The fixed term contracts for these properties run from either June to June, from early September to June or from early September to August each year.

Applicants with University managed accommodation as their preference will be able to view a list of available properties on Student Accommodation Services’ web pages from the 1 February to 11 February 2019.
Groups who are interested in a specific property should arrange to view the accommodation using the contact details on the list of available properties on the website. They should then submit a letter confirming their group member's names and student ID numbers along with two references for each member of the group and the properties they wish to apply for in an envelope to Student Accommodation Services by 12 noon on 15th February 2019. References should be from a current or previous landlord or, warden of a current hall of residence, not from a parent or other family member. Groups may apply for more than one property by listing the properties in order of preference on the outside of their envelope along with the student ID numbers and group code.

Properties will only be allocated to groups who have each submitted an online application with the correct number of applicants for the size of the property.

Allocation Process

Priority groups:

There are no priority groups for University Managed properties

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.

University Managed Properties

A ballot will then be held of the letters of application for each property and notification will be sent out to all groups on the 25th February 2019 with each successful group being invited for interview at Student Accommodation Services. Successful applicants will then be required to make an appointment by 5pm on Wednesday 6th March 2019 in order to run through the lease agreement for the property. Please note that utility costs are not included in the rent for Managed properties.