



LETTINGS POLICY FOR UNIVERSITY ACCOMMODATION 2020-21

1. The University provides accommodation to satisfy the demands from:
 - Undergraduates
 - Postgraduates
 - International students
 - Home and European students
 - Disabled students and students with special requirements
 - Erasmus and Study Abroad
 - English Language and Teaching Centre
 - University Sheffield International College
2. Guarantee a room for students who have made the University of Sheffield their first choice through UCAS to their preferred choice of accommodation where possible or to a suitable alternative depending on availability. This is subject to the conditions of the accommodation guarantee.
3. To provide students the opportunity when applying to have choice of room types and locations and guaranteeing accommodation as long as applications have been submitted prior to the 31 August 2020.
4. Where a student states on their application they have a physical or mental disability or have special requirements and this is supported through medical evidence, we will make reasonable adjustments to the accommodation as needed and if possible as not all rooms or locations can be adapted.
5. As far as possible, ensure students are informed of their Sheffield address before they arrive in Sheffield.
6. Ensure minors are offered accommodation in accordance with Accommodation and Commercial Services under 18's policy.
7. Aim where possible to integrate students of different race and culture to promote inter-racial, interpersonal and inter-cultural understanding within community.
8. Ensure suitable accommodation is reserved for students returning to university accommodation, offering them a variety of locations and room types.
9. Give preference to international students requiring family accommodation.
10. Operate a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender or disability.

11. Offer all students mixed gender accommodation with those wishing to be in single gender flats having the option to select this at the time of application. There is no guarantee that mixed gender accommodation will be available and if not then the student will be allocated to single gender.
12. Offer students the option of selecting LGBT+ accommodation allowing students that would prefer to be accommodated in accommodation specifically for LGBT+ students to feel secure.
<https://www.sheffield.ac.uk/hr/equality/focus/lgbt>
13. Students living in single accommodation for the full 42 or 51-week residences contract will have the opportunity to transfer between different types of accommodation four weeks after the start date of their contract and subject to availability and the payment of a transfer fee. Students allocated to family couple and short stay accommodation will not have the ability to transfer.
14. Local students are allocated accommodation if they have applied and met the guarantee, there is no distance restrictions.
15. To provide accommodation for non standard course dates as long as the student is full time taking into account the requirement of the student and availability at the time of application.