



The  
University  
Of  
Sheffield.

Accommodation &  
Commercial  
Services.

**ALLOCATION POLICY  
FOR  
UNIVERSITY ACCOMMODATION 2017/18**

1. The University provides accommodation to satisfy the demands from:
  - Undergraduates
  - Postgraduate
  - International students
  - Home students
  - Disabled students and students with special requirements.
2. Allocate accommodation to students who have met the terms of the guarantee and support those that submit their application after 31 August 2017 in securing University Accommodation or finding alternative accommodation in the private sector via The University Housing Finder Service - [propertywithUS](#)
3. Allocations are made following acceptance on an academic place of study and the course confirming the student has met the required conditions of study. Allocation of accommodation is not made based on application date.
4. Guarantee a room to students who have made the University of Sheffield their first choice through UCAS to their preferred choice of accommodation where possible or to suitable alternative depending on availability. This is subject to conditions please refer to the guarantee for further information.
5. Guarantee students accommodation who apply to the University after the 17 August 2017 through clearing, insurance and adjustment. This is subject to conditions please refer to the guarantee for further information.
6. Where a student states on their application they have a physical, 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.
7. As far as possible ensure students are informed of their Sheffield address before they arrive in Sheffield.
8. Ensure minors are offered accommodation in accordance with Accommodation and Commercial Services under 18's policy.

9. Aim where possible to integrate students of different race and culture to promote inter-racial, interpersonal and inter-cultural understanding within community.
10. Ensure suitable accommodation is reserved for students returning to university accommodation, offering them a variety of locations and room types.
11. Give preference to international students requiring family accommodation.
12. Ensure, where possible family properties are not under or over occupied.
13. Operate a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender or disability.
14. Offer all students mixed sex accommodation with those wishing to be in single sex flats having the option to select this at the time of application. There is no guarantee that mixed sex accommodation will be available and if not then the student will be allocated to single sex.
15. Students who meet the terms of the guarantee and decide to decline a subsequent offer of accommodation prior to the contract becoming valid will forfeit their guaranteed status. They will need to contact the Accommodation Office should they require accommodation at a later date and there is no guarantee that accommodation will be offered, it will depend upon availability.
16. Students living in single accommodation 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. Student allocated to family and couple accommodation will not have the ability to transfer.
17. Local students are allocated accommodation if they have applied and met the guarantee, there is no distance restrictions.

March 2017