



The  
University  
Of  
Sheffield.

Accommodation &  
Commercial  
Services.

## LETTINGS POLICY FOR UNIVERSITY ACCOMMODATION 2018/19

1. The University provides accommodation to satisfy the demands from:
  - Undergraduates
  - Postgraduate
  - 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 suitable alternative depending on availability. This is subject to conditions please refer to the guarantee for further information.
3. Guarantees students accommodation who apply to the University after the 17 August 2018 through clearing, insurance and adjustment. This is subject to conditions please refer to the guarantee for further information.
4. 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.
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. Ensure, where possible family properties are not under or over occupied.
11. Operate a fair allocation policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender or disability.
12. 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.
13. 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>
14. 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 reapply should they require accommodation at a later date and it will depend upon availability.
15. 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. Student allocated to family couple and short stay accommodation will not have the ability to transfer.
16. Local students are allocated accommodation if they have applied and met the guarantee, there is no distance restrictions.

March 2018