

University of Staffordshire Accommodation Application and Offer Terms and Conditions - 2025

This document outlines the Terms and Conditions of applying for accommodation with University of Staffordshire through the accommodation portal. Submission of your application is considered acceptance of these terms and conditions.

1 Guarantee

University of Staffordshire offers guaranteed accommodation to all new Undergraduate entrants at our Stoke on Trent Campus Locations. This is subject to section 18, availability of accommodation and cases where the University of Staffordshire reasonably determines that the accommodation is unsuitable for a students' access and inclusion needs. To be eligible for guaranteed accommodation, UK students **must**:

- be holding a conditional or unconditional firm offer of a place on a full time undergraduate degree at the university
- apply for a full licence before the 31st August 2025
- be applying for a single occupancy room
- accept the offer of accommodation within the deadline detailed in your offer

International students **must**:

- be holding a conditional or unconditional firm offer of a place on a full time degree at the University of Staffordshire (undergraduate or postgraduate)
- apply for a full licence before the 31st August 2025
- be applying for a single occupancy room
- accept the offer of accommodation within the deadline detailed in your offer

2 Applying

By submitting an accommodation application, you are under no obligation or financial commitment and can withdraw your application at any time prior to accepting an offer of accommodation.

You can log back into the accommodation portal at any time to check the status of your application. If your application states "Processing" there is nothing you need to do until your application reaches the next stage. If you do not hear from us for a while, do not worry - we will contact you if there is anything we need to check.

3 Processing applications

We will process applications based on the date of submission and availability of preferred rooms. Rooms are allocated on a first come, first served basis. We process accommodation applications from individuals who are holding either a conditional firm or unconditional firm course offer. Priority processing is given to new entrants and students with access and inclusion needs.

As part of your application, you are asked to place your preferences of accommodation in rank order. We will allocate individuals to the highest ranked preference available at the time of allocation. It is not always possible to allocate applications to first preferences.

We do not process applications for accommodation if the University is your insurance choice institution. If your decision changes to firm, it will update in the accommodation system, and we will then allocate your application in line with these terms and conditions.

4 Offers

If you have firmly accepted a course offer from the University, you will receive offer of accommodation.

We will send you an offer of accommodation via email to the email address provided when you registered on the accommodation portal.

The details of your offer of accommodation including licence start date (move in date), licence end date (move out date), total cost and offer acceptance deadline date will be made clear on your accommodation offer email.

5 Accepting your offer

To accept your offer, you must follow the steps on the accommodation portal. Acceptances can only be completed online. If you experience any issues when accepting your offer, please contact living@staffs.ac.uk

There are 3 steps to accept your offer, and you must complete all of them before the deadline in your offer email to formally accept your offer:

1. Review your offer details
2. Read and agree to the Accommodation Licence Agreement and the Accommodation Code of Conduct that were supplied to you when your offer was made
3. Make your pre-payment (see below for more information)

If you apply for accommodation before 14th August 2025, you will have 4 weeks from the date of your initial accommodation offer to accept it. If you apply for accommodation on or after 14th August 2025, you will have 7 days to accept it.

When you accept your offer, you must make a pre-payment of £50 or pay your entire licence fee in full. This is **not** a deposit but is part of your total licence fee and the pre-payment will be deducted from your first accommodation instalment. The prepayment is non-negotiable and cannot be bypassed. More information is provided in section 13 below.

6 Priority Applications

Students with access needs e.g., a physical disability or sensory impairment or a severe medical condition which may require reasonable adjustments will be prioritised for specific types of accommodation

Students who have access needs or medical conditions that impact on their accommodation requirements **must** contact the Student Inclusion Team either by email student-inclusion@staffs.ac.uk or by calling them on 01782 294977. We will work with individuals to support and guide them in relation to reviewing their accommodation needs. If suitable University managed accommodation is not available, we will provide information on alternative accommodation options.

Students who are care experienced or estranged.

These students may be required to provide supporting evidence from their local authority. Qualifying applicants may be offered accommodation for the duration of their initial course. Care experienced or estranged applicants must specify this within their application

7 Under-18's

Applicants who will be under 18 years old at the start of the academic year will be contacted by the Student Inclusion team. Under-18's will be allocated in accordance with the under 18 allocations risk assessment. This can be either in shared halls, with the same sex and same age group or in en-suite accommodation with mixed gender and the same age group.

8 VAT

At the date of the Agreement the Licence Fee is exempt from VAT but we reserve the right to charge VAT if it becomes payable during the Period of Residence, for example, if there is a change in the law.

9 Council Tax

If for any reason you become or cause the university to become liable for council tax for the Accommodation (for example because you are in full time employment or claim social security benefits) then you will pay such council tax (or reimburse the university for any sums that we pay within 14 days of written demand).

10 Criminal convictions

Applicants who disclose within their application that they have a criminal conviction may be contacted by the Regulations and Compliance team and asked to provide further information. Depending on the nature of the conviction, the information provided will be anonymised and sent to an independent panel to decide whether the University-managed accommodation is suitable for the applicant.

11 Group applications

During the application process, there is an option to join a 'group.' This acts as a request to be allocated in the same flat or near other members of the group. There is no guarantee that we will have availability to allocate group

members together and reserve the right to reasonably refuse requests e.g., if there is not a suitable space that would allow us to allocate all members of a group together.

12 Special requests

If you have special requests, not relating to disability or access, you must specify this during the application process in as much detail as possible in the notes section. We can only allocate based on information you have provided to us in your application, and we cannot guarantee that we will be able to meet all requests.

13 Pre-payment and refunds

You must pay either a pre-payment of £50 or the full licence fee to accept your offer. This prepayment is not a deposit and will not be returned to you but will be deducted from the first instalment of the total licence fee. The pre-payment is not negotiable and cannot be bypassed. If you do not pay your pre-payment by the deadline date, your offer will be withdrawn. Further details on the pre-payment are included in the licence agreement which you will receive before accepting your offer.

If you decide to not take up the accommodation offer, and we receive notification of that on or before 31st August 2025 your pre-payment of £50 will be refunded and you will not be liable to pay any Licence Fees. If you notify us after the 31st August 2025, but before the start date of your Licence Period, your pre-payment will not be refunded but you will not be liable to pay any further Licence Fees.

14 Centre for Health Innovation: Students studying at the Stafford Campus

Students studying at the Stafford Centre for Health Innovation have been reserved a selection of our Leek Road Houses on the Stoke Campus exclusive for their use. This pathway also makes available to Stafford students the option of a 49-week contract to align with the length of healthcare courses. Please note, there is no 49-week option for accommodation elsewhere on campus. Healthcare students who opt not to live in the Leek Road Houses on a 49-week contract will be expected to vacate on the end date of the 39-week contract. Healthcare students not on a 49-week contract in the Leek Road Houses will be required to relocate to the Leek Road Houses to remain on campus for longer than 39 weeks.

15 Returning students

We welcome applications from returning students and have a limited number of reserved rooms to allocate to returning students. Priority will be applied to returning students who fit into the following criteria:

- they are care experienced or estranged; or
- have access and inclusion needs that means they require University-managed accommodation for the entirety of their course length.

16 Late applications

Applications for university managed accommodation received after 31st August 2025 will still be accepted through the accommodation portal. Applications will be managed under the same criteria as set out above. Priority will be given to new students and allocations will be made based on accommodation availability at the time of allocation.

17 Exclusions from University-managed accommodation

The University may decide that it is not willing to offer you accommodation in certain situations, such as:

- being excluded from university managed accommodation in previous academic years
- having previous conduct issues in accommodation and/or being served a previous Notice to Quit (NTQ) for university managed accommodation in previous academic years
- being subject to pending disciplinary proceedings at the time of allocation
- if you have outstanding debt in relation to Accommodation fees for previous academic years or other debt owed to the University
- criminal convictions, depending on the nature of the conviction