



## **Allocation Policy for current students applying for a room in Hall for September 2012.**

1. This policy relates to the forthcoming academic year 2012-13 and it should not be assumed that the policy will remain the same for any subsequent years.
2. It is anticipated that applications will exceed the number of rooms available and applicants must understand that they are NOT GUARANTEED a room in any Hall of Residence.
3. Applications will close at 4.00 p.m. on Friday 17 February 2012.
4. Applications must be made online by going to [www.bangor.ac.uk/accommodation](http://www.bangor.ac.uk/accommodation) and following the links for returning students.
5. All current undergraduate students – (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students in Sep 2012) and those re-taking their first year in September 2012 may make an application as may CURRENT postgraduates who will continue their postgraduate studies for the whole of the 2012-13 academic year.
6. Students will be invited to specify up to 3 halls in which they would like to live.
7. Students will be invited to mention any special circumstances, health or otherwise, that affect their accommodation requirements. They should send relevant supporting documentation to the Halls Office. Students should note that mention of special circumstances affecting their accommodation requirements will not in itself guarantee that a room will be available.
8. Students will be invited to mention the name of a friend with whom they wish to live. If there are more students with whom the student wishes to share they should add this information when requested to add extra information on the online form. Students will only be considered as a 'group' if all the applicants are mentioned on each of the applications. The Halls Office cannot be responsible for errors or omissions made by students on their applications.
9. However students who mention special circumstances, health or otherwise, who make an application as part group will be also be considered individually. All the members of a 'group' containing a member who mentions 'special circumstances' are not automatically guaranteed rooms even if the student mentioning 'special circumstances' is successful with their application.

10. Students should note that their application is unlikely to be considered if their payment of fees for the current year is in arrears.
11. A panel will consider all applications which mention special circumstances. The panel will consist of members of the Warden team, representatives from the Halls Office, Students Services and the Student Union.
12. There will be a finite number of places available to current undergraduate students and current postgraduate students. After the closing date applications will be considered in the following order:
  - Students who have mentioned any special circumstances, health or otherwise, if supported by documentation (as above) – reviewed by the panel.
  - Students currently studying away from Bangor for the whole of the current academic year – i.e. those on placements or a ‘year out’ in industry or overseas.
  - Final year students (2012-13) including those who mention ‘special circumstances’ who were not successful when their application was considered by the panel reviewing such circumstances. This includes groups of students applying together providing all the students will be entering their final year of study.
  - All other applications including those who mention ‘special circumstances’ who were not successful when their application was considered by the panel reviewing such circumstances. This includes ‘groups’ of students applying together who are NOT in their final year of study and also ‘mixed groups’ – i.e. groups of students applying together who come from year 2 and year 3.
13. Students mentioning special circumstances who have been successful with their applications will be allocated a room first. A ballot will then be held firstly among students currently studying away from Bangor and then among final year applicants for the places available in Hall. It is hoped that successful applicants will be allocated a room in one of the halls of their choice. The higher the place in the ballot the more likely it is that a student will be offered a room in a hall of their choice. Due to fluctuations in demand it is impossible to say how many successful students will receive a Residence agreement for a room in their first choice of hall. It is also possible that successful applicants may be offered a room in a hall that does not conform to any of their choices.
14. If there are rooms remaining after the ballot for final year students then a ballot will be held among all the remaining applicants for the remaining places. Again rooms will be allocated as much as possible according to specified choices.
15. The Ballots will be witnessed by a SU representative.
16. It is hoped that successful students will receive an email directing them to their Residence Agreement in early March 2012. Applicants **MUST** check their University email regularly. The email will state clearly the action the student must take if they wish to **ACCEPT** or **DECLINE** their offer of accommodation giving a time limit for this decision to be made. The Halls Office cannot be held responsible if students fail to check their mail. **Confirmed places require a deposit of £300.00.** Residence Agreements will be legally binding but students may withdraw from the contract and reclaim their deposit by informing the Halls Office in writing by 31 August 2012.

17. If a student fails to reply within the specified time limit the offer will be withdrawn.
18. Undergraduate and postgraduate students who are unsuccessful with their application will be invited to let the Halls Office know if they still wish to be considered for a room in Halls should one become available later in the application process.
19. A second ballot will be held if there are any rooms available after successful students have declined rooms or failed to respond.
20. Late applications – those made after 17 February 2012 – will not be considered under ANY circumstances unless there are rooms available once all students who applied in time have been satisfied.
21. Welsh speaking and Welsh learning students who apply to live in Neuadd John Morris Jones will be subject to a similar ballot if applications exceed the number of places available.