

Allocation Policy 2018/19

NEW UNDERGRADUATE AND POSTGRADUATE STUDENTS (MASTERS AND RESEARCH)

Last updated: March 2018

1 Introduction

1.1 Aston University in conjunction with Unite Students provides accommodation in over 3,000 bedrooms in Aston Student Village (ASV). While we would love to accommodate all our students on campus, demand often outweighs availability. With this in mind we aim to set out clearly our allocation policy to ensure a fair and transparent process of providing on-campus bedroom facilities.

1.2 Our allocation practices are reviewed on an annual basis. We set out below our allocation policy for the academic year 2018/19 for new students when they enter their first year of study on an Aston University programme starting at either Year 0 (Foundation) or Year 1 (Undergraduate/Postgraduate). Please note that ASV accepts applications for individuals only as we do not provide facilities suitable for families or couples. We include in this a first year guarantee scheme on the condition that applications are made within the parameters set out in this document.

2 New Undergraduate Applicants

2.1 Aston University guarantees ASV campus accommodation to new applicants as set out in 1.2 going into their first year of study at Aston University providing they fulfill the criteria set out below:

- They apply to Aston University as a full time student for the full academic year
- Aston University is their Firm Choice via their UCAS application
- They hold a Conditional Offer of a place on an Academic programme and have applied for ASV accommodation through the [online portal](#) by the 27th July 2018
- They firmly accept an Unconditional offer from Aston University by the 24th August 2018 (in most cases this is after conditional results are known) and a place at Aston is confirmed.

2.2 Undergraduate applicants may choose a 44 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on the Unite Students [website](#).

2.3 Foundation students moving to Year 1 of their degree as part of an integrated 4 or 5 year course are classed as returning students under this allocation policy, and must book rooms directly with Unite Students for 2018/19.

3 New Postgraduate (Masters and Research) Applicants

3.1 Aston University guarantees ASV accommodation to the first 200 Postgraduate (Masters and Research) applicants for their first year of study at Aston University providing they fulfill the criteria set out below:

- They apply to Aston University as a full time student for the full academic year
- They have obtained the required qualifications (as appropriate) and Masters applicants have paid their Aston University course deposit by the 27th July 2018
- They have applied for Aston Student Village accommodation through the [online portal](#) by the 27th July 2018.

3.2 Postgraduate applicants may choose a 51 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on the Unite Students [website](#).

3.3 Postgraduate research (PGR) applicants who attend the University from January, April or July

are encouraged to contact the Accommodation Office at accom@aston.ac.uk to enquire about availability of on-campus accommodation. We are keen to accommodate all students who need accommodation on campus, subject to availability.

4 Part-year / Termly Accommodation

4.1 Students applying for a part year programme do not fall under the guarantee of accommodation on campus and should [contact](#) Unite Students directly about campus accommodation. Alternatively, they should [contact](#) the Students' Union Aston Student Homes (ASH) for assistance in finding off-campus accommodation, or visit their [website](#) for further information on recommended accommodation providers in Birmingham. Aston Student Village are unable to confirm any on-campus availability to part year/termly students until mid-October 2018.

5 Insurance and Clearing Applicants

5.1 Aston University welcomes applications from Insurance and Clearing applicants who are offered a place at Aston University (using their 9 digit Aston Student Number) and will endeavor to allocate these applicants a room on campus; however, we cannot guarantee a room.

5.2 Applications will be open to students throughout the summer and will be considered on the basis of the date by which students firmly accept an unconditional offer from Aston University, and the date on which their accommodation application has been received.

6 Erasmus and Exchange Students

6.1 Aston University guarantees ASV accommodation to the first 40 full year (3 terms) Erasmus and Exchange student applicants, fulfilling the criteria set out below:

- They apply to Aston University as a full time student for the full academic year by 18th June 2018.
- Aston University has confirmed their application by the 2nd July 2018.
- They have applied for accommodation through the [online portal](#) by the 27th July 2018.

6.2 Full time Exchange and Erasmus applicants may choose a 44 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on our website. Successful applicants will be informed by the 10th August, 2018.

6.3 Aston University guarantees ASV accommodation to the first 20 part year (one semester) Erasmus and Exchange student applicants each semester, fulfilling the criteria set out below:

- They apply to Aston University as a part year exchange student for the 1st semester (until December 2018) by 18th June 2018.
- Aston University has confirmed their application by the 2nd July 2018.
- They have applied for accommodation through the [online portal](#) by the 27th July 2018.

These 20 rooms will be available for 20 starters on the exchange programme in January 2019 by booking through Unite Students.

6.4 Unsuccessful applicants for the 20 part year Erasmus and Exchange rooms will not be able to be accommodated on campus. Please contact the Students' Union (Aston Student Homes) for assistance in finding off-campus accommodation, or visit their [website](#) for further information on

recommended accommodation providers in Birmingham.

6.5 Aston Student Village will be unable to confirm any remaining on-campus availability to exchange students until mid-October 2018.

7 Care Leavers

7.1 Aston University guarantees ASV accommodation to all care leavers providing they apply by 27th July 2018.

8 Returning Students

8.1 Returning students who wish to live in ASV should apply directly to [Unite Students](#).

8.2 Foundation students moving to the 1st year proper of their degree as part of an integrated 4 or 5 year course are classed as returning students under this allocation policy, and must book rooms directly with [Unite Students](#) for 2018/19.

8.3 The following groups of students will be considered for exemption:

- Students who require campus accommodation for supported medical/disability reasons.
- Students who are currently engaging with the Wellbeing and Enabling Team where it has been identified that they require to remain on campus.
- Students who classify as 'early independents' i.e. care leavers, young adult carers and estranged students.

9 Students transferring from another University (Articulation)

9.1 Aston University guarantees ASV accommodation to the first 20 full year (3 terms) Articulation student applicants, fulfilling the criteria set out below:

- They apply to Aston University as a full time student for the full academic year by 18th June 2018.
- Aston University has confirmed their application by the 2nd July 2018.
- They have applied for accommodation through the [online portal](#) by the 27th July 2018.

9.2 Articulation applicants may choose a 44 week Tenancy Agreement only. Further details and Tenancy Conditions can be found on our website. Successful applicants will be informed by the 10th August, 2018.

9.3 Articulation students registered for less than a full academic year do not fall under the guarantee of accommodation on campus and should [contact](#) Unite Students directly about campus accommodation. Alternatively, please [contact](#) the Students' Union ASH for assistance in finding off-campus accommodation, or visit their [website](#) for further information on recommended accommodation providers in Birmingham.

9.4 Aston Student Village will be unable to confirm any remaining on-campus availability to articulation students until the mid-October 2018.

10 Allocation Considerations

10.1 We will continuously review all applications received and provide accommodation offers following the considerations set out below to our students guaranteed to be accommodated on campus:

- Students who require campus accommodation for supported medical / disability reasons and students who will be under 18 at enrolment into the University will be prioritised over any other applicants.
- All students eligible under the guarantee will be considered in sequence of the date of the accommodation application being received and the date the student firmly accepted an unconditional offer from Aston University.
- We endeavour to accommodate all applicants' preferences, however, on occasions we may be unable to fulfil them due to lack of availability of appropriate accommodation. Although we try to meet requests for mixed sex or single sex accommodation, it is not always possible for us to do so.
- Applicants must accept their room offer within the given deadline, including payment of the Booking Fee, to avoid the offer being withdrawn. As deadlines can change throughout the summer, applicants must check their emails and junk folders regularly.
- We allocate against a set campus room plan which outlines which buildings are allocated to new first year undergraduate students, undergraduate returning students and postgraduate students, taking into consideration each of their requirements. Specific location requests are therefore subject to our campus room plan.
- Unsuccessful applicants, who do not fall under the University's first year guarantee scheme, will be informed of this no later than 8th September 2018, with an option to remain on our waiting list, should a place become available during enrolment and the first term. Aston University takes no responsibility for providing alternative accommodation off-campus.
- In the unlikely event that an applicant has to withdraw or take leave of absence from the University following submission of their accommodation application, they should inform us as soon as possible to allow another student to be allocated a room for the beginning of the Autumn Term 2018.
- Whilst Aston University endeavor to fulfil their guarantee promises as outlined in this document, we will work with Unite Students should applications exceed availability, to identify carefully selected third party accommodation and reallocate students to these accommodations. Aston University takes no responsibility for any additional costs in such circumstances. In such cases, compromises may need to be made on your accommodation preferences.

We fully expect that the vast majority of first year students will be offered a campus room.

11 Making an Application

1. All applications must be completed online.
2. To apply for accommodation on campus you will require your unique Aston student ID number (9 digit number) which you can find in your university offer letter and email communication.
3. Please visit the [Aston Accommodation website](#) to review the different accommodation options at Aston Student Village and familiarise yourself with this document on our principles of allocation.
4. Follow the link to our **accommodation application portal** and follow the prompts to complete your registration and application.
5. Once your application has been received, it will be stored on our system until such time that you have accepted Aston University's offer.
6. Subject to your application meeting the criteria set out in this document, you will be contacted with instructions on how to complete your application and pay your booking fee. You will receive an email to your registered email account as notification.
7. Please ensure you use a consistent name (i.e. your first and last name as registered with the University for your academic studies) to avoid any confusion and doubt of application eligibility.

12 Receiving an Offer

1. Ensure you check your email daily (including your junk mail) for communication from ASV / Unite Students, as offers are time bound. Please add *aston.ac.uk* and *unitestudents.com* to your list of trusted senders in your email system.
2. Once we have made you an offer of a room and you have been contacted by Unite Students you have three working days to pay the booking fee, review the tenancy agreement and the accommodation offer proposed.
3. Should you wish to accept this offer, please use the Unite Students booking process (details of which and links will be in the offer email sent out by Unite Students) and ensure you pay the initial fee of £250. This £250 payment will be deducted from your first rent instalment (due on 27/08/2018 – see point 13 below). Unfortunately we cannot keep offers open to those who are unable to pay the initial fee due to high demand for our popular campus rooms.
4. Once you have completed your booking, you will receive a final email confirmation from Unite Students and are now subject to a cooling off period of seven days within which you are entitled to cancel the booking without incurring any charges. (<https://www.unitestudents.com/terms/cancellation-policy>)

13 Rates 2018-19

All accommodation at ASV is en-suite and is let on a self-catered basis.

Premium One Ensuite (7 bed)	Weeks	Weekly	Full Period
Undergraduate	44	£ 131.00	£ 5,764.00
Premium Two Ensuite (5 bed)	Weeks	Weekly	Full Period
Undergraduate	44	£ 137.00	£ 6028.00
Postgraduate	51	£ 137.00	£ 6,987.00

14 Unite Students Payment Instalment Dates

Payments for EU/international students on 44 week contracts

- 1 instalment plan - Full payment on 27/08/2018
- 2 instalment plan
 - 50% on 27/08/2018
 - 50% on 11/01/2019

Payments for UK Home students on 44 week contracts

- 1 instalment plan - Full payment on 27/08/2018
- 4 instalment plan
 - 10% on 27/08/2018
 - 30% on 30/09/2018
 - 40% on 18/01/2019
 - 20% on 12/04/2019

Payments for EU/international students on 51 week contracts

- 1 instalment plan - Full payment on 27/08/2018
- 2 instalment plan
 - 50% on 27/08/2018
 - 50% on 11/01/2019

Payments for UK Home students on 51 week contracts

- 1 instalment plan - Full payment on 27/08/2018
- 4 instalment plan
 - 10% on 27/08/2018
 - 30% on 30/09/2018
 - 40% on 18/01/2019
 - 20% on 12/04/2019