

## **Queen's Accommodation Allocation Policy**

### **1. Introduction and purpose**

**1.1.** Queen's University Belfast ("Queen's") recognises the need for residential student accommodation that enables students to study and fully participate in all aspects of University life. In recognition of this, Queen's guarantees eligible students accommodation as outlined in this Allocation Policy (the "Policy").

**1.2.** The Policy refers to accommodation that is applied for through Queen's Accommodation and consists of rooms either managed by Queen's or by a private provider. Students should refer to Queen's website [www.qub.ac.uk/accommodation/](http://www.qub.ac.uk/accommodation/) for details on the range of accommodation on offer.

**1.3.** This Policy aims to provide transparency in the way Queen's allocates accommodation and how applications are prioritised.

### **2. University Accommodation Guarantee**

**2.1** Queen's guarantees an offer of accommodation to applicants who fulfil all of the following eligibility criteria ("Eligible"):

- i. hold either a conditional or unconditional offer and have made Queen's their First (Firm) choice University,
- ii. are coming unaccompanied, without partner or dependents,
- iii. are joining Queen's for the first time in their first year of a degree,
- iv. study full-time for the duration of the accommodation contract period,
- v. have not previously studied at Queen's or lived in Queen's Accommodation,
- vi. live over 45 miles from Queen's, as recorded on their UCAS application,
- vii. have submitted an online application for accommodation by the deadline of? midday 12pm 30th June 2025 (the "Deadline").

**2.2** The proximity of an applicant's home address to Queen's University Belfast is calculated using an external algorithm. This algorithm automatically generates the straight-line distance (as the crow flies) between the applicant's home postcode, as recorded on UCAS, and the postcode of the University's main administrative address.

**2.3** In the event the number of applicants eligible for the guarantee of University accommodation exceeds the number of available rooms, Queen's Accommodation will seek to secure additional private accommodation that it deems suitable for students.

### **3. Priority categories**

#### **a) Applicants with specific support needs**

##### **Applicants with a disability or additional support needs**

**3.1** In this policy, reference to "disability" means a physical or mental impairment that has a substantial and long-term negative impact on someone's ability to do normal daily activities, as defined by the Disability Discrimination Act 1995.

**3.2** Applicants who, by reason of their disability, would be unable to study at Queen's unless provided with suitable University accommodation, shall be considered priority applicants, subject to meeting the conditions of Queen's accommodation guarantee.

**3.3** Additional support needs requiring adjustments to be put in place (including, but not limited to, room location or type, room adaptations, or equipment such as a fridge for medication) must be disclosed to Queen's Accommodation at the point of application. Late disclosure may preclude Queen's from being able to reasonably fulfil the request.

##### **Care leavers and irreconcilably estranged students**

**3.4** Care leavers and irreconcilably estranged students should inform the Accommodation Service of their requirements and provide supporting information with their application to be considered a priority applicant. Referrals may also be made directly by the Widening Participation Service.

**3.5** Students requiring full-year accommodation may apply for a longer accommodation contract period or request a summer extension, which may result in the requirement to move from their allocated term time room at the end of a standard contract period.

#### **b) Applicants under the age of 18**

**3.6** Applicants who will be under the age of 18 at the commencement of their study shall be considered a priority for suitable accommodation, subject to meeting the conditions of Queen's accommodation guarantee and in accordance with the ['University Policy on Supporting Students Under the Age of 18'](#).

**3.7** Queen's will aim to offer students under the age of 18 a room with en-suite facilities, but where this is not possible they will be allocated a room with shared bathroom facilities with other residents and their guests/visitors (who may be adults of the opposite sex).

**3.8** Queen's University usually enters into contracts with students who are 18 years or over and therefore have the personal legal capacity to do so. Where a student is below that age, Queen's requires consent to be given from a parent/guardian during the offer acceptance process and to provide their personal details to Queen's Accommodation.

**3.9** Queen's is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child and it will not act *in loco parentis* for students who are under the age of 18 years.

**c) International students (including Study Abroad and Exchange)**

**3.10** Study Abroad and Exchange students studying at Queen's for a single semester will be notified of a specific application deadline by email, which may vary from the application deadline specified in the Accommodation Guarantee.

**3.11** Every effort will be made to prioritise applications from full-time international students not included in the guarantee (e.g. returners, late applicants). Where this is not possible, Queen's will seek to inform applicants as early as possible and will provide applicants with relevant advice to enable the student to make informed decisions regarding their accommodation options.

**d) Elite Athlete Programme (EAP)**

**3.12** Queen's University guarantees accommodation to students who have been awarded an Elite Athlete Programme (EAP) scholarship from Queen's Sport for their intended year of study, provided they have submitted an accommodation application by 30th June 2025. Queen's Sport shall notify Queen's Accommodation of all eligible students granted the Elite Athlete Scholarship.

**Queen's University Nursing and Midwifery Students**

**3.13** To support Queen's Nursing and Midwifery students who are required to spend extended time away on placement, a limited number of places are available on a short-term rental basis (6-8 weeks). The short-term places for 6–8-week contracts will be allocated on a first come, first serve basis, by date of application for accommodation. All other contracts will be allocated in accordance with this policy.

**Returning students**

**3.14** The following categories of students will be considered as a priority for University Accommodation in their subsequent years of study, by prior agreement with Queen's Accommodation:

- (i) Students with Specific Support Needs as outlined in sections 3.1-3.11,
- (ii) Residential Assistants (who are appointed by the Residential Life team),
- (iii) INTO students,
- (iv) EAP students.

**3.15** Accommodation for returning full-time students is limited. Allocation will prioritise guaranteed and other priority applicants as specified in this Policy. Remaining spaces will be offered to all other returning students, subject to availability.

**3.16** Returning students will be ineligible to apply for Queen's accommodation if they have any outstanding accommodation fees or have been found to have engaged in any serious or persistent misconduct in accordance with the Queen's Student Disciplinary Procedure. This is including, but not limited to, breaches of the Conditions of Occupancy.

#### **4. Students not included under Queen's Accommodation Guarantee**

**4.1** New undergraduate students, who join Queen's in the 2nd or 3rd year of a programme (level 5 or 6) and are studying a full-time course, or who transfer to level 4 from another institution, may still apply for University accommodation, but will not be guaranteed.

**4.2** Students attending another Belfast-based higher education institution (Stranmilis University College, St. Mary's University College, and Ulster University) will only be considered at the discretion of the Accommodation Service and if all other guaranteed and priority applicants have been offered.

**4.3** The accommodation guarantee is applicable to single occupancy only. Family or couple accommodation is limited in supply and is not guaranteed. Applicants should disclose their intention to arrive with dependents at the point of application so that appropriate advice can be provided.

**4.4** Students undertaking 60 credit hours or less in a single academic year (part-time), or who are registered on a distance learning programme or who are registered with a partnership programme are ineligible to apply.

#### **Late applicants**

**4.5** Rooms will be reserved for students who apply to Queen's through late direct application or the clearing process, and who were therefore unable to apply for accommodation before the Deadline. If Queen's accommodation is unavailable, applicants will be provided with details of suitable alternative accommodation providers with remaining availability.

**4.5** Late applicants are advised to check Queen's website and/or contact Queen's Accommodation directly to enquire regarding availability before submitting an application. Queen's endeavours to offer accommodation to all eligible applicants, but those applying after the Deadline should be aware that late availability of accommodation varies each year.

**4.6** The online application remains open throughout the summer and applications are considered, subject to availability, on a first-come, first-served basis. An applicant's year of study and proximity to Queen's will be taken into consideration to determine priority.

**4.7** In the event that accommodation is not immediately available, late applications will be placed on a waiting list. Queen's will provide applicants with relevant advice to enable informed decisions regarding their accommodation options.

## **5. Application**

**5.1** The online application process usually opens in early Spring each year; the specific date is advertised through Queen's website. Full instructions on how to submit an application are provided online - [www.qub.ac.uk/accommodation/how-to-apply/](http://www.qub.ac.uk/accommodation/how-to-apply/).

**5.2** Applicants are encouraged to apply as early as possible, as some room types and/or locations may be more popular and are therefore often over-subscribed.

## **6. Allocation**

**6.1** The allocation process commences once a student has been confirmed on their course of study. Allocations are made on a first-come, first-served basis, subject to consideration of an applicant's proximity to campus, and any applicable priority criteria as specified within this policy, and availability of room types at the time of allocation.

**6.3** Although every effort is made to place applicants according to their preferences, Queen's does not guarantee a room offer within any preferences chosen on the application. The high demand for certain types of accommodation and/or locations and the limited number of rooms in each type of accommodation may result in applicants not receiving an offer in any of their preferences.

**6.4** Applicants wishing to request accommodation within a designated lifestyle area (i.e. no alcohol, single gender, quiet) should indicate this preference during the online application process. Applications for lifestyle areas are considered a preference and an offer for a lifestyle room is based on availability at the time of allocation.

**6.5** A limited range of contract lengths are available, applicants should check these carefully to ensure that they apply for a period which is suitable for their requirements.

## **7. Room offer**

**7.1** Applicants are contacted by e-mail with the outcome of their accommodation application and it is the applicants responsibility to ensure they respond within the timeframe specified in the offer email.

**7.2** When accepting a room offer, applicants are entering a legally binding fixed-term agreement.

**7.3** Students will not be eligible for a refund for any time spent away from their accommodation and will remain liable for the duration of their fixed-term agreement.

**7.4** Applicants are expected to accept the offer of a room by the expiry date stated in their offer email. A £300 deposit (the "Deposit") is required as part of the acceptance process. If they fail to complete the acceptance process online before the stated expiry, including payment of the Deposit, the room offer will be rescinded.

**7.5** Applicants whose deposit payment is paid on their behalf by another organisation, such as a sending institution for international students or a local authority for care leavers, should email [allocations@qub.ac.uk](mailto:allocations@qub.ac.uk) before their offer expires to arrange the transfer of funds.

**7.6** Upon acceptance of a room offer, the accommodation guarantee is deemed fulfilled.

**7.7** If an applicant declines a room offer, the guarantee is deemed fulfilled, and they will not automatically be offered another room. However, applicants may request to be placed on the waiting list.

## **8. Waiting list**

**8.1** In the event that the number of applications received exceeds the number of available rooms, a waiting list will be maintained for those applicants not covered by the guarantee. All applicants who have submitted an online application and have not been offered accommodation at Queen's will be automatically placed on this waiting list. Room offers from the wait list will be prioritised by priority need, proximity to campus, and chronological order based on the date of application. Queen's Accommodation is unable to disclose the specific position of individual applicants on the waiting list.

**8.2** Applicants who have declined an offer of University accommodation may, upon request, be placed on the waiting list. Consideration for a further room offer will be given only after all other unallocated guaranteed and priority applicant groups have received offers. Subsequent room offers are not guaranteed.