



Accommodation Allocation Procedure

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Version History

Version	Approved	Revisions made	Date
1.0	Director of Estates		January 2026

1. Purpose

The purpose of this procedure is to set out the operational process by which the University allocates University-managed accommodation to students, in accordance with the Accommodation Allocation Policy.

This procedure ensures that accommodation is allocated in a fair, transparent, and consistent manner, taking into account eligibility criteria, priority groups, availability, and relevant legal and regulatory requirements. It also outlines the responsibilities of students and the University in relation to applying for, accepting, and occupying University accommodation.

2. Scope

This procedure applies to all students who apply for, are offered, or occupy University-managed accommodation, including prospective, new, returning, UK, international, under-18, and disabled students.

It is intended for use by students, the Accommodation Office, and relevant University staff involved in accommodation allocation, decision-making, and administration.

This procedure should be followed for all standard applications and allocations of university accommodation. It does not apply to private off-campus accommodation arrangements or accommodation managed by external providers. Matters relating to accommodation conduct, discipline, or termination of residence are governed by separate policies and procedures and are outside the scope of this document.

3. Procedure

- 3.1 To be eligible to apply for university accommodation, students must meet the following criteria: i. be offered a conditional or unconditional place on a full-time course of study and be in their first year of either a foundation, undergraduate or postgraduate degree by the time the license period commences; or ii. have an application supported by Wellbeing, Skills & Diversity for priority accommodation regardless of year/mode of entry.
- 3.2 If students meet the criteria above, they must complete an electronic accommodation application form by the approved dates, which are detailed on the website when the application portal has been opened for that session.
- 3.3 Students who hold unconditional firm offers will be allocated first after priority bookings, then all other new/returning students will be allocated on a first come first served basis. Current students who apply for accommodation will only be considered once all other applications have been processed.
- 3.4 Under 18 students who meet the academic entry standards will be allocated priority accommodation providing they apply before allocations commence and they require parent(s)/guardian(s) consent to affirm they understand the student is in a primarily adult environment and not under direct supervision by university staff the vast majority of the time. Details on commencement of allocations for each session will be



detailed on the Accommodation page of the University website.

- 3.5 To confirm the acceptance of the accommodation offer, the student must login to the Application Portal to view their offer and start the acceptance process. All room offers are valid for 10 from the date they are made. To accept the accommodation, offer students must pay either the £700 accommodation security bond or the first terms fees in full. Failure to do so may result in the accommodation offer being withdrawn and the room reallocated.

If an accommodation offer is withdrawn, the University considers any guarantee of a room extinguished but every best effort will be made to offer an alternative allocation if accommodation is still required.

- 3.6 Following the offer of accommodation if a student is found to have a criminal record that makes it inappropriate that they live in a communal environment on campus, the offer will become null and void. All such matters must be disclosed at the time of application.

The Accommodation Manager will make the initial assessment and discuss the case with the University Registrar before the offer is withdrawn.

- 3.7 Students who have a disability-related need to stay in university residence for a minimum of one year, or for the entire duration of their studies, will be allowed to do so, subject to the availability of suitable accommodation. The university will make all reasonable adjustments to accommodate the needs of disabled students. Where a disability-related adjustment is not considered to be reasonable, the student will be informed of this.

- 3.8 Students are strongly encouraged to disclose any disability to the University. If a student discloses a disability to a member of the Accommodation Team, the disclosure will be shared with the Wellbeing, Skills and Diversity (WSD) department for monitoring purposes. Disabled students are strongly encouraged to engage with the WSD department so that reasonable adjustments can be arranged in areas of the university, not just in accommodation. Contact:

- 3.9 For safety reasons, some students with additional needs are required to have a Personal Emergency Egress Plan (PEEP) during their time at the university. This is arranged by the Health and Safety manager in collaboration with the student and with appropriate university staff (e.g. the Accommodation Office, Inclusivity Adviser, etc). If the university requires a PEEP, the student must engage with this process.

- 3.10 For the purpose of the Accommodation Allocation Policy, International Students are classified as students whose primary home address is not in England, Scotland, Wales or Northern Ireland.

- 3.11 All full time, new entrant international students, having accepted an offer to study for a year or more at the University will be allocated University accommodation, providing their application is received by the Accommodation Office before the guaranteed deadline as stated on Accommodation page of the university website. Any applications received after this date will be considered but not guaranteed.

- 3.12 UK students are required to follow the process for applying for on campus accommodation listed in section 1.0 of this policy.



- 3.13 Students wishing to change their allocated accommodation can elect to go on a waiting list for a different room type. No guarantee can be made that another room offer will be made and it will not be possible to inform students of where they are the list. All students requesting to change their allocation are still bound under the 10 day acceptance deadline.
- 3.14 A student rejecting an offer of a place in accommodation will need to reapply if they still require a room and may only receive another room option subject to availability when offers have been made to all other unallocated students.
- 3.15 Once Accommodation has been allocated by the Accommodation Office the offer of accommodation must be accepted within 10 days otherwise it will be assumed the student no longer requires their accommodation and the room offer will be withdrawn.
- 3.16 Students deferring their studies that have applied for accommodation must email the Accommodation Office at accommodation@buckingham.ac.uk, we will then reject your application and advise you on which entry to reapply for.
- 3.17 Subject to availability it may be possible to offer rooms to returning students, however places will be limited. If a student had a poor discipline or bad debt record when they have stayed in halls in previous years this will be taken into account when consideration is given to accepting their application.
- 3.18 All accommodation fees are available to view by logging onto the application portal and viewing their room offer. The full years invoice is sent to the student via email once the tenancy has commenced.
- 3.19 All accommodation fees are payable termly on or before the first day of each term.
- 3.20 If the University is unable to offer University accommodation to any student, we will endeavour to advise on the steps to take to find private off campus rentals.
- 3.21 Rooms allocated to students who have not arrived within 2 weeks of the commencement of the first term and who have not notified the Accommodation Office of their late arrival will have their room offer withdrawn

4. Occupation

- 4.1 Accommodation licenses must be fully signed and agreed to before the student is permitted to take occupation of the accommodation
- 4.2 At the time the license becomes legally binding, the student must be provided with a completed written copy of the accommodation license.
- 4.3 Should a student require a replacement copy of their license, one must be provided by the Accommodation Team at the earliest opportunity.