



## **Allocation Policy**

The University of London's Intercollegiate Halls are available to students studying a full-time course at a publicly funded university in London.

### **Applications before 4<sup>th</sup> September 2023**

Our rooms are offered through a quota system. Each college within the University of London receives a quota of our rooms.

Individual colleges will manage their own application process and make their own decision as to where their students are accommodated. Your college will decide the building and room type that is allocated to you.

Once your college has made the decision, they will pass this information onto us, and we will then send out room offers to the successful applicants. Your room number will be allocated randomly by our booking system.

Please contact your college's dedicated accommodation team directly for more information on their allocations policy and on how to apply for a room.

The following colleges and Institutes form part of the University of London:

- Birkbeck College
- Central School of Speech and Drama
- City, University of London
- Courtauld Institute of Art
- Goldsmiths College
- King's College London
- London Business School
- London School of Economics
- London School of Hygiene and Tropical Medicine
- QMUL
- Royal Academy of Music
- Royal Holloway College
- Royal Veterinary College
- SAS
- SOAS
- UCL

From time to time some rooms will be available to book directly with us. Any available rooms will be advertised on our [accommodation portal](#).



### **First waiting List.**

Students can register for the waiting list on our [accommodation portal](#) from 11:00 am (GMT) on 29<sup>th</sup> August 2023 until 4:00pm (GMT) on 4<sup>th</sup> September 2023. Applications received after 4:00pm (GMT) on 4<sup>th</sup> September 2023 will not be accepted.

Please note that if you have registered before 29<sup>th</sup> August 2023, your account will automatically be deleted, and you will need to register on our accommodation portal again.

You will be able to amend your room preferences until 4:00pm (GMT) on 4<sup>th</sup> September 2023, after that date you will not be able to make any changes.

We will start allocating rooms from 5<sup>th</sup> September 2023 and continue to offer rooms until all places have been filled.

If successful, you will be given 48 hours from the point the email to notify you has been sent by us, to accept the offer and pay the deposit. If the offer is not accepted (including payment of the deposit) within the deadline, the room will be offered to the next student on the waiting list. Due to limited availability, we are unable to guarantee multiple offers or alternative choices.

Places will not be allocated on a first come first served basis. The following will be considered when allocating rooms.

- Students who have a long-term medical condition and disability-related accommodation needs, which could prevent them from attending university without accommodation halls of residence.
- Care experienced students.
- Estranged students (to help us identify you as an estranged student, we rely on the estranged student status classified on your undergraduate Student Finance application or other specified evidence for postgraduate students such as letters from a social worker/doctor/teacher;)
- The distance you will need to travel to university for timetabled studies.
- Students who have not previously lived in the Intercollegiate Halls.
- Under 18s can only be housed in College Hall or Nutford House.
- Priority will be given to students studying at a college or Institute that is part of the University of London.

Unfortunately, we are unable to provide a timeline for responses as this depends on what rooms become available.

Unsuccessful students will be contacted throughout the year to check if they wish to remain on the waiting list. If we don't receive a reply within 7 days, we will assume you no longer wish to remain on the waiting list and remove your details.



## **Second Waiting List**

We will re-open our waiting list at 10:00am (GMT) on 14<sup>th</sup> September 2023. Unfortunately, we are unable to provide a timeline for responses and this depends on what rooms becomes available.

No offers will be made to students applying on the second waiting list until all students who applied on the first waiting and are eligible for accommodation have been allocated.

The second waiting list will remain open throughout the academic year. Please note that we cannot guarantee a response before the start of the academic year.

## **Application Procedure**

### **1- New Students**

As part of the registration process, you will be asked to upload proof that you will be a registered full-time student for the entire duration of the licence agreement. We do not accept student ID cards as proof of student status.

This document will need to be from your college (i.e. your university) and should include the following:

- Your full name
- The name of the University you will be attending.
- That you will be a full-time student
- Course end date.

Any submission that does not meet the above requirements will automatically be deleted and you will be required to register again.

Students under the age of 18 can only be offered accommodation at Nutford House or College Hall [https://www.london.ac.uk/sites/default/files/residents\\_under\\_18s\\_policy\\_2023.pdf](https://www.london.ac.uk/sites/default/files/residents_under_18s_policy_2023.pdf)

If you are submitting medical evidence, please ensure that the evidence is written in English on official headed paper and signed (or stamped) and dated by the doctor.

### **2- Returning Students**

If you have previously lived at the Intercollegiate Halls before, please ensure you read the [University of London Readmission Policy](#) to ensure you meet the criteria.

As part of the registration process, you will be required to submit proof that you remain a registered full-time student. The document you submit must comply with the requirements outlined in section 1 (New Students).

If you are submitting medical evidence, please ensure it complies with the requirements outlined in section 1 (New Students).