

University of
South Wales
Prifysgol
De Cymru

University of South Wales Accommodation Allocation Policy 2024-2025

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1.0 Introduction

This policy sets out the terms on which rooms are allocated to students applying for accommodation in our halls of residence and with any private providers we hold a nomination with.

For further information about how to book a room please refer to the [USW Student Accommodation Guide 2024/25](#) or contact the USW accommodation team on accom@southwales.ac.uk.

2.0 The USW Accommodation Guarantee

The University offers a guarantee of accommodation in Halls of Residence either on Campus or through one of our preferred private providers in Cardiff or Newport, who meet the terms of the conditions of the [Accommodation Guarantee](#). Our Guarantee is non-location specific, and we cannot guarantee your preferred room choice or location but will, where possible meet these preferences.

Who is eligible for the USW Accommodation Guarantee?

- New first year UK and international applicants that have applied for an undergraduate or postgraduate part-time/full-time course.

Eligibility criteria for the USW Accommodation Guarantee

To be eligible for the USW Accommodation Guarantee, applicants must:

- Accept USW as their firm choice by 6 June 2024
- Make and secure an accommodation booking by 30 June 2024*
- Meet the terms and conditions of their academic offer.

The term “accommodation” refers to a single student bedroom (i.e., not applicable to couples or family accommodation).

3.0 Allocation Process

The University of South Wales is committed to a fair process for allocating rooms and building diverse communities in all its residences. In order to do so, room bookings are **not made** on a first come first served basis. All applications are collected, and any specific criteria considered. After this point rooms are allocated.

Room allocations will be made in accordance with the hierarchy set out below (see section 4.0 below for further information).

1. Students who are under 18 and could not reasonably be expected to secure accommodation in the private rental sector.
2. Students leaving a care placement.
3. Students with any medical condition or impairment who would struggle to be accommodated offsite or who need an adapted room.
4. Students that geographically live in a location where commuting to the University’s campuses would be impractical.

4.0 Further information on the allocation hierarchy

Students with Long-Term Disability or Medical Conditions

- Applicants and current students with a long-term disability or medical condition that requires special consideration or adjustment with regard to the provision of accommodation.
- The USW Wellbeing and Disability Service is involved with the identification and assessment of these students and their needs.
- Students are guaranteed appropriate accommodation, subject to availability.
- Students are still required to book through the standard booking process and will be considered on a case-by-case basis.
- We have a select number of rooms that can be adapted for students with specific requirements. Once we have made the allocations to all students requesting these rooms, any remaining rooms will be allocated to the next student requesting accommodation. Therefore, you may find that you are allocated to a room with some adapted features even if you have not requested, or require, an accessible room.
- We ask students that require specific room adaptations to engage with the USW Wellbeing and Disability Service in advance so that the University can make reasonable adjustments in a timely and appropriate manner. This is especially important if we need to consider an accompanying carer. If you decide not to engage with us at an early stage, we cannot guarantee that your requirements will be met.

Students transitioning from care

- In support of students transitioning from care, the University of South Wales ensures a guaranteed place in halls and the £200 reservation/admin fee is waived. This will be required upon payment of the first instalment of rent in line with Student Finance. We highly recommend that you contact the University's Care-Leaver Co-ordinator for advice and support as you may also be eligible for other benefits and services: careleavers@southwales.ac.uk.

5.0 Students not covered by the USW Accommodation Guarantee

Continuing students are not covered by the USW Accommodation Guarantee. A limited number of hall rooms at our Pontypridd campus (Treforest) are set aside for continuing students to book. These rooms are reserved so that there is a good mix of ages in the hall's community. Many of our second and third year students are active in peer support roles in the ResiLife team. Bookings first open in November/December of the preceding academic year. To be eligible, a continuing student must:

- Not have any outstanding debt with the University for accommodation.
- Not have previously been excluded from any University accommodation.
- Have met the course requirements to continue their studies for the full academic year.

Rooms for continuing students will be available on a first-come, first-served basis unless you are a continuing student that has long term medical needs, care leavers or are under 18, in which case your application will be prioritised. Once the quota is reached, a waiting list will be in operation. As rooms become available, those on the waiting list will be contacted.

6.0 Family Accommodation

We have very limited family accommodation at this time and higher than average demand. To enquire about availability please contact accom@southwales.ac.uk. Family accommodation will be prioritised on a case-by-case basis.

7.0 Oversubscription Process

In years where accommodation is oversubscribed a waiting list may be utilised. Allocation for accommodation will then be offered in the following priority order;

- Under 18s – this cohort cannot easily rent in the private market.
- Those requiring specific adaptations to enable them to live away from halls.
- Those who are geographically disadvantaged or cannot easily commute.

Please also note that nearest campus of study will also be a consideration when allocating rooms to students. Unless there is a specific need to live at a different location, it should be assumed that, where possible, students will be allocated to accommodation nearest their campus of study. If we exceed our room quota in Cardiff city centre, we will offer students rooms at our Pontypridd campus (Treforest).

Specific needs include mental health or health reasons to live in a different location, proximity to employment, proximity to caring duties or specific course requirements.