

Terms and Conditions of applying for a place in halls accommodation

All applicants should read these terms before applying for accommodation in halls at Reading. Offers of accommodation are made subject to availability and the University's Accommodation and Allocation Policy <https://www.reading.ac.uk/ready-to-study/accommodation/accommodation-info-students-parents-supporters>.

Applications should be made online. If you have a disability that prevents you from using the internet, please contact the Accommodation Office (accommodationonline@reading.ac.uk)

1. Eligibility to apply to live in halls

- 1.1. To be considered for a place, applicants must be on a full-time or part-time programme of study during the period they intend to live in halls and be aged 17 or over by the start of their period of residence.
- 1.2. New students may apply for a room in halls once they have firmly accepted their offer of a full-time or part-time programme of study at the University of Reading.
- 1.3. Current students may apply for a room in halls, but only a limited number of places are available for returning students. Returning students will not be considered for a place in halls if they have outstanding halls-related debt or have been subject to a halls-related disciplinary sanction. Returner places are allocated by random ballot. The University's Returning to Halls Webpage gives full information regarding eligibility for returners and how to apply <https://www.reading.ac.uk/essentials/Accommodation/University-Accommodation/Return-to-Halls>
- 1.4. Subject to any restrictions listed in these terms and conditions, the University guarantees a place in halls to:
 - 1.4.1. New full-time undergraduates who hold Reading as a Firm UCAS choice and apply for accommodation by 1 August and satisfy the conditions of their academic offer by 7 September of their year of entry; or
 - 1.4.2. New full-time postgraduates who hold an unconditional academic offer and apply for accommodation by 1 August and satisfy the conditions of their academic offer by 7 September of their year of entry.
- 1.5. The University reserves a number of clearing places for exceptional students.
- 1.6. The University reserves the right to offer guaranteed accommodation to other cohorts.

Further information is given in the University's Accommodation and Allocation policy. <https://www.reading.ac.uk/ready-to-study/accommodation/accommodation-info-students-parents-supporters>.

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2. **Applicants aged Under 18**

- 2.1. Accommodation is only available to students if they will be aged 17 by the start of their residence period. Students can apply for accommodation at any time after the age of 16, but (subject to suitable accommodation being available) will only be offered accommodation with a start date after their 17th birthday.
- 2.2. Students who are aged under 18 may be placed in shared flats with students of either sex who are over the age of 18.

3. **Room choice and contract lengths**

- 3.1. The University will try to take preferences into consideration but there is no guarantee that a student will be offered their first choice or preferences. Students should check their accommodation offer very carefully and make sure that the offer meets their needs before they accept.
- 3.2. The standard contract length is for 40 or 51 weeks. A small number of 38 week contracts are available. After accepting an offer of accommodation, students are liable to pay rent for the entire contract period, whether they occupy the room throughout that time or not. Students on 40-week contracts may apply to extend their stay at the end of the standard contract length. Extensions are subject to availability and may not be for the same room

4. **Academic Placements and Exchanges**

- 4.1. As students are liable to pay for their entire contract period, standard contract lengths may not be suitable for students who will be taking a work placement or study exchange. Please see our returning student accommodation webpage for more details <https://www.reading.ac.uk/essentials/Accommodation/University-Accommodation/Return-to-Halls>

5. **Refusal of applications and withdrawal of offers**

- 5.1. The University may reject a student's application for halls or withdraw (via cancellation) an offer of accommodation at any time if:
 - 5.1.1. The applicant has an outstanding accommodation-related debt to the University;
 - 5.1.2. The applicant has been subject to University disciplinary sanctions relating to behaviour in halls;

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- 5.1.3. The application is made outside of the advertised application deadlines.
- 5.1.4. It is discovered that the student gave false or misleading information relating to their application.
- 5.1.5. If an offer of accommodation is not accepted by the deadline specified in the offer, the offer will lapse and the University will have no obligation to issue further offers to the applicant.

6. **The Offer of Accommodation**

- 6.1. Offers of accommodation are usually only valid for a maximum of 5 working days, starting from the date of the offer. However this period can be reduced at various times during the year therefore it is your responsibility to check the deadline stated in the offer. If an offer is not accepted by the deadline stated in the offer, it will lapse and a reapplication will be required.
- 6.2. Students should check offers carefully before accepting. The offer will not necessarily meet the student's stated room preferences.
- 6.3. To accept an offer of accommodation, students must:
 - 6.3.1. sign up to the Student Residence Agreement; and
 - 6.3.2. pay the University a security deposit of £250.
- 6.4. The Student Residence Agreement is a legally binding contract. It is in the student's own interest to read this contract before agreeing to comply with it. Students will also be bound by the University's Regulations for Student Conduct, the most up to date copy of which can be found linked to via the Essentials Page.
- 6.5. If a student is aged under 18, the University recommends that the parent or guardian of the student ensures that they review and understand the offer and the Student Residence Agreement.

7. **Cancellations**

- 7.1. Before accepting an offer of accommodation, students can withdraw their application by contacting the University's accommodation office. Students may be asked to confirm their withdrawal in writing.
- 7.2. After accepting an offer students will be held to the terms and conditions of the Student Residence Agreement and cancellations may only be made in accordance with that agreement. Except in exceptional circumstances (more explicitly described in the Student Residence Agreement) students will only be released from halls contracts if a suitable replacement student (in the view of the Accommodation Office) takes over responsibility for the room. Charges may apply. More information is given on the University's [Accommodation Cancellation Page](#).

8. **Data Protection Notice**

- 8.1. By applying for a room in halls, the University will collect, hold and process personal data relating to a student in order to meet its obligations to the student under these

Terms and Conditions of applying for a place in halls accommodation terms and conditions and the Student Residence Agreement and for the purposes stated in its Fair Processing Notice which can be found at: <https://www.reading.ac.uk/essentials/The-Important-Stuff/Values-and-Behaviours/Data-protection>.

8.2. In particular, the University may share a student's personal data) with the University's third party accommodation provider and their agents (UPP) and that UPP may share personal data with the University. Further details can be found at: <http://www.reading.ac.uk/internal/imps/DataProtection/DataProtectionGuidelines/im-ps-d-p-studentsUPP.aspx>

8.3. The University's Data Protection Policy www.reading.ac.uk/web/FILES/imps/Data-Protection-Policy-CURRENT.pdf and Data Protection Guidelines set out guidance for University staff, students and others who process personal data on behalf of the University to ensure they understand their rights and responsibilities when processing any personal data (including where students are processing personal data as part of their studies).