

# **Accommodation Policy**

## **King's Residences**

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Location Procedure Issue

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	NAME	JOB TITLE	SIGNATURE
Author	Amina Hofri	Head of Applicant Experience and Conversion	Amina Hofri
Reviewer	Phil Cox	Associate Director – Student Residences	
Authoriser	Charles Gallagher	Director of Kings Community Business Services	Charles Gallagher

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## Introduction

This document outlines the way in which we provide accommodation for current and prospective students at King's College London and covers what they can expect from us, in line with the current [King's Residences Licence Agreement \(Terms & Conditions\)](#). Thus, they should be read together for a fuller understanding of the arrangements and conditions attached to KCL's housing provision.

King's Residences' purpose is to provide a range of good quality university accommodation, which is safe and secure, priced appropriately which provides opportunities for learning experiences and contributes to KCL's sustainability. The actions we take to fulfil this goal are to:

- Give priority to students with disabilities and other students prioritised for accommodation in line with Disability and Wellbeing Service recommendations.
- Only provide accommodation for applicants and students of KCL and affiliated institutions.
- Publish information about each residence, prices and facilities.
- Ensure we have a variety of spaces to meet applicants' and students' demands, preferences and budgets.
- Continually improve our operational processes and systems to develop services.

## Key Definitions

In this document, the following meaning is ascribed to the term:

**Booking process:** this process consists of 4 steps as laid out on the [How to Apply page](#)

**Prospective Students:** an individual who holds a Firm offer for a full-time course to King's College London for the academic year in which their course commences.

**Current Students:** a registered student of KCL following a full-time course of study

**Early applicants:** prospective or current students who completed the required steps of the booking process as laid out on the [How to Apply page](#) using our online portal **by midnight** on Saturday, 10 June (UK time).

**Applicants:** prospective or current students who completed the required steps of the booking process as laid out on the [How to Apply page](#) using our online portal **after midnight** on Saturday, 10 June (UK time).

**Conditional accommodation bookings:** are accommodation bookings processed by applicants holding a conditional academic offer prior to A-level results date and are subject to the applicant fulfilling the entry requirement for King's College London. These bookings are automatically converted into a legally binding contract between KCL and the applicant following A-Level results for undergraduates who then fulfil their entry requirements and course deposit payment for postgraduate students.

**Unconditional offer:** enrolment for the course related to the academic offer.

## Accommodation Eligibility

Only King's College London and its affiliated institution's prospective and current students will be eligible to apply for accommodation for the academic year in which their course commences. This applies to:

- New year undergraduates on a full-time course including those on Study Abroad and Pre-Sessional programs.
- New postgraduates on full time course: Including Postgraduates Taught and Research courses.
- Returning students: both undergraduates and postgraduates progressing to the next academic year.

Students who have outstanding debts with King's Residences will be required to settle these prior to being allowed to progress with room booking. Once the debt has been settled access to the accommodation portal will be granted.

## Equality & Diversity

King's Residences endeavor to make reasonable adjustments to support individuals who, due to disability, a long-term medical condition or sensory or physical impairment, require prioritisation, adapted accommodation or a particular location to help them participate fully and enjoy a fulfilling university experience, in line with the Equality Act 2010.

Applicants will be able to make the Allocations team aware of their needs by completing the relevant section in their online application form.

We will endeavor to make reasonable adjustments to support individuals who require prioritisation or adapted accommodation in line with the Equality Act 2010.

If you require an accessible room or room adjustments, the applicant is required to complete the Additional Accommodation Requirement form at the registration stage of the booking process. Once your requirements are received, the Allocations team will liaise with Disability services to confirm any necessary adjustments. More information is available on [the Additional Accommodation Requirement page](#).

For more general information and support please contact [King's College Disability Advisory Services](#)

## Accommodation Guarantee

Applies to the following groups where KCL is their firm choice for full time course for the 2022/23 academic year or have paid the required deposits (PGs only).

- New first-year undergraduates
- Care-experienced students
- All postgraduate students
- Students who are under the age of 18 years old on move-in day (17/09/2022)

The guarantee applies as long as the applicant completes the required steps of the booking process as laid out in the [How to Apply page](#) before the deadline of 10 June. Please note, completion of the required steps of the booking process might take up to two weeks therefore we advise all students to begin the booking process prior to 27<sup>th</sup> May in order to qualify for the guarantee.

This guarantee is for individual applicants and cannot be transferred to another student. Additionally, the accommodation guarantee does not apply to room changes (location, room type).

## Students aged under 18

Applicants below the age of 18 years old on move-in day (17/09/2022) are guaranteed a place at King's Residences once step one of the application process (Registration) is completed and received by the Allocations Team. Students will be given the opportunities to select one of the following properties subject to availability. Applicants must provide the details of a parent or legal guardian as a co-signatory in order to complete their booking and be issued with their Licence Agreement.

- ♦ Great Dover Street Apartments, ensuite rooms
- ♦ Stamford Street Apartments, ensuite rooms

King's Residences endeavors to ensure all students feel welcome and safe within our residences and further details can be found in our [under 18s policy](#).

## Applicants with disabilities

In accordance with [the Equality Act 2010](#), Kings Residences will make reasonable adjustment for students who require extra support within their accommodation due to a long-term medical condition or sensory/physical impairment. This may include making reasonable adaptations to a room or allocating a room in a specified location to ensure you can be involved fully in University life and the Student experience.

Applicants in this group should provide details of their needs on the Additional Accommodation Requirements section of the booking process. These students will be contacted by a member of the Allocations team and/or Disability team to discuss any reasonable adjustment(s) needed as well as option(s) available based on your personal requirements.

## Fee Adjustment

Applicants requiring larger rooms or specific room types (e.g. ensuite facilities) owing to their significant medical requirements\* and following a one-to-one assessment with a member of our staff, will have their accommodation fees adjusted such that they are charged the lower standard price of a single room in the allocated residence. The fee adjustment will apply only for the terms in their Licence Agreement and does not apply to medical conditions which do not fall under the category of temporary or permanent disability\*\*

\*E.g.: Wheelchair users, visually impairment

\*\* E.g.: Travel sickness, allergies

## Accessing Affordable Accommodation

[King's Affordable Accommodation Scheme](#) (KAAS) enables undergraduate students to access accommodation priced at below market levels when applicants meet the eligibility criteria outlined [here](#). Successful applicants will be sent an invitation advising them on how to proceed. KAAS will be awarded on a first come first served basis until all available spaces have been allocated. In addition, eligible students will be exempt for any rent pre-payment.

Unsuccessful KAAS applicants will be able to submit a request for reconsideration. All details on how to submit a request can be found on the [King's Affordable Accommodation Scheme page](#).

## Single Gender Accommodation

We offer a contingency of single gender flats to students who require single gender accommodation (female only or male only) due to cultural or religious reasons. Students will be able to select their preferred location and room type from

available rooms at the time of booking. Single gender accommodation is subject to availability and is not guaranteed.

## Emotional Support Animals

You must not keep any pets in Your Residence. Assistant Animal and Emotional Support Animals are permitted by prior arrangement with the Allocations Office by email to [kingsresidence@kcl.ac.uk](mailto:kingsresidence@kcl.ac.uk) and in line with King's Residences [Emotional Support Animals policy](#).

## Room changes prior to contract start date.

Applicants will be able to change their room booking prior to their License Agreement (contract) start date. This can only be done once, is subject to availability and falls outside of the guarantee irrelevant of the date the room change is completed.

## Advance payment of Rent

A rent pre-payment of £450 will be due at the time of booking in order to secure your room. The rent pre-payment of £450 you pay when accepting a place will be offset against the first rent instalment due on 25<sup>th</sup> October 2022.

If you have booked a place in accommodation for the start of the session and have made a pre-payment but cancel your room the cancellation terms listed below will be applied.

### Cancellations requested by 10 June:

No rental charges and full refund of rent pre-payment applies.

### Cancellations requested on or after 11 June and before start of License Agreement (Contract)

Rent pre-payment will not be refunded

### Cancellations requested after start of License Agreement or no-shows (i.e. failure to take up booked accommodation)

Rent pre-payment will not be refunded and up to 4 weeks rent charges will be applied to your account.

## Booking Process

- 1. Early Applicants** (application started by 27 May and completed by 10 June) who qualify for the accommodation guarantee will be sent an invitation to access the booking system prior to the 10 June. Rooms will be available for Early Applicants to book however the guarantee does not include specific residence or room type.
- 2. Early Applicants** (application started by 27 May) who do not qualify for the accommodation guarantee (Returning students UG) will be sent an invitation to access the booking system prior to the 10 June. Rooms will be available to book subject to availability at the time of booking.
- 3. Applications** (application started after 27 May) do not qualify for the accommodation guarantee but will be sent an invitation after the 10 June to access the booking system and secure a room subject to availability at the time of booking.
- 4. Confirmation, Clearing Applicants**  
Applications received after A-level result day do not qualify for the accommodation guarantee. Rooms will be available and are processed on a first come first served basis.

Rooms will be made available throughout the guarantee period to provide a wide range of room types and location choices to Early Applicants who qualify for the accommodation guarantee.

## **Cancellations**

Applicants can request to cancel their booking through the [Accommodation Portal](#) before the contract start date.

Liability to rent is determined based on key cancellation date thresholds:

### **Cancellations requested by 10 June:**

No rental charges and full refund of rent pre-payment applies.

### **Cancellations requested on or after 11 June and before start of License Agreement (Contract)**

No rental charges apply but rent pre-payment will not be refunded

### **Cancellations requested after start of License Agreement or no-shows (i.e. failure to take up booked accommodation)**

Rent pre-payment will not be refunded and applicant will be liable to pay up to 4 weeks' rent as a late cancellation fee. If a replacement is found within 4 weeks, late cancellations fees will be adjusted accordingly.

## **Automatic cancellations**

If you do not meet the entry criteria for KCL, your accommodation offer will be automatically cancelled, and you will not receive a notification of this. Applicants who fail to meet the criteria for the course that they applied to and subsequently are offered a place on another course will need to contact [kingsresidences@kcl.ac.uk](mailto:kingsresidences@kcl.ac.uk) to have their application reinstated subject to availability or to secure a new room.

If KCL withdraws your academic place, your room will be automatically cancelled. In this case, your pre-payment will be refunded, and you won't be liable to pay any accommodation fees.

If you reject your academic place prior to the start of term, your room will be automatically cancelled. In this case, your pre-payment will be refunded, and you won't be liable to pay any accommodation fees.

## **Exceptions**

Applicants impacted by unforeseen travel impediments, such as visa delays or UK Government advice must contact the Allocations Team to discuss any alterations to their Licence Agreement. Refunds of pre-payments and liability for late cancellation fees will be reviewed in line with any details provided.

## **Oversubscription**

We reserve the right to change your accommodation booking to similar alternative accommodation before you take up occupation if there is excessive demand for the Residence, which results in over-subscription. For more details, please see our [Residences License Agreement](#).

## **Our Right to restrict your access to accommodation**

We reserve the right to restrict access to the Accommodation Portal to Students who have previous disciplinary record with Residences. Decisions will be reviewed on a case-to-case basis.

## **Criminal Conviction**

King's Residences is committed to attracting students from diverse social backgrounds and King's Residence has a duty of care to promote the welfare of our students and staff and take appropriate steps to protect. King's Residences therefore requires all applicants who register for accommodation to disclose any unspent, relevant criminal convictions within fourteen days of registering. For more information, please see our **Criminal Conviction Policy**

## **Relevant Policies and Documents**

- [Data Protection Policy](#)
- [Kings Residences Welfare Policy](#)
- [License Agreement Terms and Conditions](#)
- [Under 18s Policy](#)
- [Equality Act 2010](#)
- [Emotional Support Animals policy](#)
- Criminal Conviction Policy