

Accommodation Policy

King's Residences

Policy Location:

Location Procedure Issue

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Date

	NAME	JOB TITLE	SIGNATURE
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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.
- 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 4 steps of the booking process as laid out on the How to Apply page via our online portal by midnight on Monday, 31 May 2021 (UK time).

Applicants: prospective or current students who completed the 4 steps of the booking process as laid out on the How to Apply via our online portal after midnight on Monday, 31 May 2021 (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 offer.

Accommodation Eligibility

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

- **First year undergraduates** including those on Study Abroad and Pre-Sessional programs.
- **New postgraduates:** applicants who have not previously been enrolled on a course of study at KCL.
- **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 Reservations team aware of their needs by completing the relevant section in their online application form.

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. More information is available on [the Additional Accommodation Requirement page](#).

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

Accommodation Guarantee

Applies to the following groups where KCL is their firm choice for the 2021/22 academic year or have paid the required deposits (PGs).

- All first-year undergraduates
- Care-experienced students.
- International first year postgraduate students
- Students who are under the age of 18 years old on move-in day (18/09/2021)
- Have not previously secured a room booking for the year of application.

The guarantee applies as long as the applicant completes the 4 steps of the booking process as laid out in the How to Apply page before the deadline of 31 May. Please note, completion of the 4 steps of the booking process might take up to two weeks therefore we advise all students to begin the booking process prior to 16th May in order to meet the detail.

This guarantee is for individual applicants and cannot be transferred to another student.

Students aged under 18

Applicants below the age of 18 years old on move-in day (18/09/2021) are guaranteed a place at King's Residences. 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 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 Accommodation team to discuss any 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 that their chosen 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 impaired students.

** E.g.: Travel sickness, allergies

Accessing Affordable Accommodation

King's Affordable Accommodation Scheme (KAAS) enables 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.

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.

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 31 May:

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

Cancellations requested on or after 1 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 16 May and completed by 31 May) who qualify for the accommodation guarantee will be sent an invitation to access the booking system prior to the 31 May. 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 16 May) who do not qualify for the accommodation guarantee (Returning students UG/PG) will be sent an invitation to access the booking system prior to the 31 May. Rooms will be available to book subject to availability at the time of booking.
- 3. Applications** (application started after 16 May) do not qualify for the accommodation guarantee but will be sent an invitation after the 01 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](#) any time.

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

Cancellations requested by 31 May:

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

Cancellations requested on or after 1 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 to have their application reinstated.

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 Accommodation 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.

Relocation

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, or for any other reasonable operational demands. For more details, please see our [Accommodation 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.

Relevant Policies and Documents

- [Data Protection Policy](#)
- [Kings Residences Welfare Policy](#)
- [License Agreement Terms and Conditions](#)
- [Under 18s Policy](#)