

ACCOMMODATION ALLOCATION AND WAITING LIST POLICY

Policy regarding Procedure and Priority

Introduction

1. Darwin College cannot, unfortunately, accommodate every student; rooms are therefore sought after and a lot of students keep a keen eye on the accommodation waiting list.

Aim

2. The purpose of this policy is to clarify:
 - a. eligibility for College accommodation;
 - b. the priority order in which College accommodation is allocated;
 - c. the priority in which students are placed on the waiting list; and
 - d. how that waiting list is managed.

Room allocation policy

3. Some context may be useful: the College has almost 700 students, but only 248 single rooms. Six of these rooms are allocated to DCSA positions; others are needed for students with medical problems; and some are allocated to research fellows. Typically, this leaves approximately 230 rooms available each year.
4. Only fee-paying students may apply for accommodation. Rooms are allocated in the following priority order:
 - a. students who must be accommodated because of a medical condition;
 - b. new students on a 'first come, first served' basis; and
 - c. in the event that there are unoccupied rooms after all new students who want accommodation have been offered it, students from the waiting list in the priority order described below.
5. If there are new students whom the College has been able to accommodate, then this group will top the waiting list in the order the individual applied for accommodation.

6. An application to the waiting list is no guarantee of accommodation and students must organise alternative accommodation concurrently.

The waiting list

7. During May the Head of Accommodation will invite students to apply for the following academic year's waiting list. Only fee-paying students may apply to the waiting list. The closing date for applications will be 31st July and applicants will be asked to specify whether or not they have been accommodated in College accommodation, for how long and whether or not they are currently living in such accommodation.
8. Late applications will be placed on the list in priority order at the discretion of the Head of Accommodation.
9. The waiting list will be published by the end of the first week of August in the following priority order:
 - a. new students whom the College has been unable to accommodate in order of the date of their application for College accommodation in accordance with Paragraph 5 above;
 - b. students who have never lived in College accommodation;
 - c. students who have been accommodated for one year only and are currently living out¹;
 - d. all other students

(groups (b), (c) and (d) are each prioritised in in order of the date and time of their application to be placed on the waiting list).
10. Once published, the waiting list is then used to allocate rooms that become available between 23rd September and 30th June in the following academic year.
11. In the event notice is given on an occupied room, the Head of Accommodation will e-mail the top ten on the accommodation list to:
 - a. note that a room may become available;
 - b. indicate that the recipient is high on the waiting list;

¹ DSCA officers who are currently living in College accommodation are deemed to fall into this category as well, providing they have had only one other year in College accommodation.

- c. ask whether or not the recipient still wishes a room in College accommodation; and
 - d. ask for a reply within seven days, a nil reply indicating removal from the list.
12. Such an e-mail does not constitute an offer. If none of the first ten reply or express interest in the room then the next ten on the list will be contacted, and so on.
 13. In the event the room is taken then a licence to occupy will be effective until and including 14th September. The length of any minimum occupancy period will be at the discretion of the Domestic Bursar but will typically coincide with the end of the licence period in the event that licence period is shorter than the minimum occupancy period specified in that year's licences.
 14. In the event no one from the waiting list takes the room on a long-term basis (that is, until 14th September) then the room may be licenced at short-term rates at the Head of Accommodation's discretion.

Hostels on short licences

15. In any year rooms in a particular hostel or hostels may not be included in the waiting list allocation process because licences in those hostels only run to 30th June in order to allow the College to complete essential maintenance or to offer some conference accommodation – an important income stream. These rooms are therefore usually allocated to students on a one-year course, who rarely depart before the end of the academic year. Any reallocation of these rooms would only be offered with a licence to 30th June and thus will be offered to the waiting list at the discretion of the Domestic Bursar.
16. The Head of Accommodation will make it clear on the published waiting list which hostel or hostels are excluded from the waiting list.

Accommodation availability after 30th June

17. The waiting list expires on 30th June because rooms will become increasingly available after that date as students complete courses or move into other accommodation.
18. Consequently, accommodation will only be available on an opportunity basis after this date and licenced at short-term rates.

Non fee-paying students

19. Because the College cannot accommodate all its fee-paying students, only in exceptional circumstances will non-fee paying students will be given a place on the waiting list or, in the most exceptional cases, accommodation, and only then at the discretion of the Domestic Bursar. It is expected that any student in these circumstances will have support from the Dean and possibly other agencies and individuals.

Flats

20. Because flats hardly ever become available mid-year no waiting list will be maintained. In the unlikely event a flat does become available the Head of Accommodation will invite applications on a 'first come, first served' basis.

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