Application and Allocation Policy

1. **Introduction**
   This policy relates to the allocation of rooms in McComb Students accommodation, which is owned and managed by McComb Property Co.

The Application process aims to allocate accommodation in a fair and transparent way and the following characteristics do not influence the allocation of the accommodation.

2. Application Criteria

Applications are welcomed from prospective full-time applicants with an offer to study at University and full-time students who are already registered within a University.

A standard-length tenancy is 50 weeks. Any applicant whose course requires them undertake a placement will not be eligible for a refund for any time spent away from their accommodation.

Continuing students are required to have settled all outstanding accommodation fees for their previous tenancy and are to have a good behavior record.

3. Application Process

Applications for accommodation are made online and a security deposit payment of £99 may be required to secure a booking. A member of the McComb Students Team will acknowledge a booking within 24 working hours of it being made.

Rooms are allocated on a first come first served basis.

At this stage, the applicant is requested to provide ID and proof of address for both themselves and their guarantor. A credit check is undertaken on the guarantor. If this check is not successful, the applicant is informed and given information on what to do next.

Following receipt of documentation and a successful credit check a Tenancy Agreement is sent to the applicant. The applicant has 5 Working days in which to accept the terms of the Tenancy and return the signed document.

4. Students who are wheelchair uses; have severe mobility impairments; severe visual or auditory impairments or with a severe health conditions.

McComb Students recognizes that disabled students including those with health conditions may have housing requirements, which if not met may compromise their wellbeing, restrict their ability to attend University and participate fully in student life.

Applicants need to make their needs aware to McComb Students on the application form. The McComb Students Team will contact the applicant to assess their needs and make any reasonable adjustments to the accommodation. If students request to be considered for an accessible room or have reasonable adjustments to a standard room medical evidence, which supports the request needs to be provided. If possible, a visit to the accommodation should be arranged with the applicant in advance to the start of the tenancy to ensure that the room and site are suitable.

The Disabled Student Support Policy is made available to applicants.

5. Applying to live with friends

If you would like to live with a group of friends, you will need complete the relevant section on the application form. Please note that any request to live with a friend/friends is not guaranteed and is dependent on the number of people requesting to live together and the number of available rooms. If we were unable to meet your request, we would aim to accommodate you as close to possible.

6. Waiting list

When all rooms in McComb Students Accommodation are filled a waiting list will be formed and offers to anyone on the waiting list will be made when rooms become available through cancellation.